

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA
 Wednesday, November 13, 2013
 5:30 pm

MEETING LOCATION: Sacramento City College Learning Resources Building, Room 105 3835 Freeport Boulevard Sacramento, CA 95822	TELECONFERENCE LOCATION: 116 Black Powder Circle Folsom, CA 95630
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1. CALL TO ORDER	Board President
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2. ORAL COMMUNICATIONS
The public may comment on any items within the board's jurisdiction, even if the items are not on the agenda only during this portion of the meeting. However, the law prohibits action by the Board on non-agenda items. A yellow "Speaker's Card" must be submitted to the clerk of the board and comments are limited to three (3) minutes.

3. CONSENT CONSIDERATIONS	
<i>A member of the Board may request that an item be removed for further discussion and separate action.</i>	
A. Board Meeting Minutes: October 11-12 and 16, 2013	Brian King
B. Scheduling of Board of Trustees Annual Organizational Meeting	Brian King
C. Curriculum Proposals: ARC/CRC/FLC/SCC	Susan L. Lorimer
D. Board Policy Revisions: Collective Bargaining Proposals (P-3218)	JP Sherry
E. Board Policy Revisions: Authorization of Signatories (P-8315)	JP Sherry
F. Rejection of Bid #14011; Resolution No. 2013-11B: Authorization, Minimum Terms and Future Meetings for Sale of Surplus Property in Elk Grove	JP Sherry
G. District Quarterly Financial Status Report (311Q)	Jon Sharpe
H. Foundation Quarterly Investment Report	Jon Sharpe
I. Ratify: Grants and Contracts Awarded	Beverly A. Sandeen
J. Disposition of Surplus Equipment	Jon Sharpe
K. Purchase Orders, Warrants and Checks	Jon Sharpe
L. Sabbatical and Professional Development Leaves	Jon Sharpe
M. Regular Human Resources Transactions: Appointments, Assignments, and Separations	Jon Sharpe

4. FIRST READING	
A. Draft 2014 Board Meeting Calendar	Brian King
B. Board Policy Revisions: Student Trustee (P-3122)	JP Sherry

5. INFORMATION	
A. Pass that Class! Tutoring Support at Sacramento City College	Kathryn Jeffery

6. BOARD MEMBER REPORTS

7. FUTURE AGENDA ITEMS

8. REPORTS and COMMENTS

- Student Association
- Classified Senate
- Academic Senate
- Other Recognized Constituencies
- Chancellor’s Report

9. CLOSED SESSION

Closed session may be held as authorized by law for matters including, but not limited to collective bargaining (Rodda Act), Education Code provisions, pending litigation, etc.

A. Pursuant to Government Code section 54956.9 (b)(3)(C): Conference with Legal Counsel; Anticipated Litigation; 2 matters

B. Pursuant to Government Code section 54957.6: Conference with Labor Negotiators: Designated Representatives: Brian King; Jon Sharpe; Ryan Cox; Brenda Balsamo. Employee Organizations: LRCFT; LRCEA; SEIU

10. OPEN SESSION: REPORT OF ANY ACTION TAKEN IN CLOSED SESSION, IF NECESSARY

11. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES

Pamela Haynes President ▪ Area 5	Robert Jones Vice President ▪ Area 2	Dustin Johnson ▪ Area 1 Terry Cochran ▪ Area 3 Ruth Scribner ▪ Area 4	Deborah Ortiz ▪ Area 6 Kay Albiani ▪ Area 7 Ricardo Lemus ▪ Student Trustee
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Meetings are held every second Wednesday of the month at 5:30 pm ▪ *Note:* Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.

December 11, 2013	Regular Board Meeting ▪ Location: District Office
January 8, 2014	Regular Board Meeting ▪ Location: District Office

Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: www.losrios.edu

Help Us Help You

Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 54954.2).

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Board Meeting Minutes: October 11-12 and 16, 2013	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS

The minutes of the Board of Trustees meetings held on October 11-12 and 16, 2013 are attached for Board review and consideration.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the minutes of the meetings held on October 11-12 and 16, 2013



LOS RIOS COMMUNITY COLLEGE DISTRICT

Board of Trustees Retreat
Friday, October 11, 2013 - 5:30 pm
Saturday, October 12, 2013 - 9:00 am

FRIDAY, OCTOBER 11, 2013

1. CALL TO ORDER

The board retreat was called to order by President Haynes at 5:30 p.m., in the Main Conference Room at Los Rios Community College District, 1919 Spanos Court, Sacramento, California.

Present:

Ms. Pamela Haynes, President
Mr. Robert Jones, Vice President
Ms. Kay Albiani
Mr. Terry Cochran
Mr. Dustin Johnson
Ms. Deborah Ortiz
Ms. Ruth Scribner

Brian King, Chancellor

Absent:

None

2. ORAL COMMUNICATIONS

There were no oral communications.

3. CLOSED SESSION

The Board Members went into closed session at 5:30 p.m. to consider the matter listed below:

- A. Pursuant to Govt. Code § 54957: Public Employee Evaluation on Contract: Contract Officers

No reportable action was taken in closed session.

4. OPEN SESSION

Open Session resumed at 7:07 p.m.

5. ACTION

A. Contract Officer Contracts

A motion was made by Ms. Ortiz, seconded by Mr. Johnson, that the Board of Trustees:

- a) *Extend the contracts for an additional year (to June 30, 2016) of the District Officers listed* presently under contract and grant annual step increases to those eligible on the District Officer Salary Schedule, and performance based compensation for those listed who have reached the top of the salary schedule***

* Ryan Cox, Associate Vice Chancellor of Human Resources
Kathryn Jeffery, President Sacramento City College
Sue Lorimer, Vice Chancellor of Education & Technology
Pablo Manzo, Associate Vice Chancellor of Facilities Management
Victoria Rosario, Associate Vice Chancellor of Student Services
Rachel Rosenthal, President Folsom Lake College
Beverly Sandeen, Vice Chancellor, Resource & Economic Development
Debbie Travis, President Cosumnes River College

** Mick Holsclaw, Associate Vice Chancellor of Information Technology (4%)
Theresa Matista, Associate Vice Chancellor of Finance (4%)
JP Sherry, General Counsel (2%)

- b) *Deem the performance of the Deputy Chancellor for 2012-2013 to have met or exceeded his performance criteria.*

Motion carried; 7:0

B. Authorization, Minimum Terms and Future Meetings for Sale of Surplus Property in Elk Grove*

A motion was made by Mr. Johnson, seconded by Mr. Jones, that the Board of Trustees authorize the sale of surplus property in Elk Grove, set minimum terms and conditions and set meetings for Acceptance of Bids and Award.

Motion carried; 6:0

***Kay Albiani declared that she would not participate in the consideration of this item and the reason why. She left the meeting and did not participate in its consideration or vote.*

6. FUTURE DIRECTIONS DISCUSSION

- A. District Budget Update
- B. Draft 2014 Board Meeting Calendar
- C. Board Self-Evaluation
- D. Upcoming Workshop for Minority and Women Owned Businesses

ADJOURNMENT (7:45 p.m.)

A motion was made by Ms. Scribner, seconded by Ms. Albani, that the meeting be continued to Saturday, October 12th at 9:00 am.

Motion carried; 7:0

SATURDAY, OCTOBER 12, 2012

President Haynes called the meeting to order at 9:00 am.

7. UPDATE AND DISCUSSION OF DISTRICT STRATEGIC PLAN: 2012-13 ACHIEVEMENTS / 2013-14 DESIRED OUTCOMES

The Board of Trustees reviewed information and discussed items related to the District Strategic Plan as follows:

A. STUDENT SUCCESS

1. American River College
2. Cosumnes River College
3. Folsom Lake College
4. Sacramento City College
5. Los Rios Trend Lines Update

B. TEACHING AND LEARNING EFFECTIVENESS

1. Student Success Scorecard Update: As required by Education Code, Section 84754.5 (d), the results of the 2013 Scorecard reports were presented for American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College, including data on completion, persistence, 30-units, remedial mathematics, remedial English, remedial English as a second language, and career technical program completion. Board members asked questions regarding student progress in completing remedial course sequences as well as progress for other Scorecard items for students of different ethnicities. Discussion also occurred regarding differing results for prepared and unprepared students and efforts within the last two years by the colleges to provide accelerated curriculum in basic skills as well as greater student academic support in those subject areas.

2. Accreditation Update
3. Adult Education Update

C. ACCESS AND GROWTH

1. Building/Bond Program Update
2. Access Update

D. COMMUNITY, ECONOMIC AND WORKFORCE DEVELOPMENT

1. Resource & Economic Development Update

E. ORGANIZATIONAL EFFECTIVENESS

1. Recruitment and Hiring Statistics

8. OPEN BOARD DISCUSSION

The Board discussed a number of issues related to the future of the District and asked staff to provide information on those items at future meetings.

9. ADJOURNMENT

President Haynes adjourned the meeting at 1:00 pm.

Brian King

Chancellor and Secretary to the Board of Trustees

Draft minutes presented to the Board of Trustees: November 13, 2013



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, October 16, 2013

1. CALL TO ORDER

The board meeting was called to order by President Haynes at 5:30 p.m., in the Tiff Martinez Board Room, 1919 Spanos Court, Sacramento, California.

Present:

Ms. Pamela Haynes, President
Mr. Robert Jones, Vice President
Ms. Kay Albiani
Mr. Terry Cochran
Mr. Dustin Johnson
Ms. Deborah Ortiz
Ms. Ruth Scribner

Mr. Ricardo Lemus, Student Trustee

Dr. Brian King, Chancellor

2. ORAL COMMUNICATIONS

There were no oral communications.

3. CONSENT CONSIDERATIONS

A motion was made by Ms. Albiani, seconded by Mr. Johnson, that the Board of Trustees approve Consent Consideration items A through N.

Motion carried; 7:0

A. *Board Meeting Minutes: September 11, 2013*

That the Board of Trustees approve the minutes of the meeting held on September 11, 2013.

B. *Curriculum Proposals: ARC/CRC/SCC*

That the Board of Trustees approve the curriculum proposals for American River, Cosumnes River, and Sacramento City College.

C. Resolution No. 2013-13: District Volunteers

That the Board of Trustees approve Resolution No. 2013-13 regarding liability coverage for volunteers.

D. Resolution No. 2013-14: Mitigated Negative Declaration – FLC Rancho Cordova Center

That the Board of Trustees adopt Resolution No. 2013-14, approving a Mitigated Negative Declaration for the proposed Folsom Lake College Rancho Cordova Center and that the Board approve the Project.

E. Resolution No. 2013-15: California State Human Resources Skill-Based Training

That the Board of Trustees approve Resolution No. 2013-15 and authorize the Chancellor or his designee(s) to execute the contract and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

F. August 26, 2013 Claim of Arthur M. Hernandez

That the Board of Trustees reject the claim of Arthur M. Hernandez as to those claims that accrued less than six months prior to the date the claim was submitted and refer those matters to the District's insurance administrators and that the Board take no action as to those claims that arose more than six months prior to the date the claim was submitted.

G. September 4, 2013 Claim of Arthur M. Hernandez

That the Board of Trustees reject the claim of Arthur M. Hernandez as to those claims that accrued less than six months prior to the date the claim was submitted and refer those matters to the District's insurance administrators and that the Board take no action as to those claims that arose more than six months prior to the date the claim was submitted.

H. Ratify: Grants and Contracts Awarded

That the Board of Trustees ratify the grant and contract awards listed herein, pursuant to Board Policy 8315:

Title, Description, Term, Project Administrator	College/Unit	Amount	Source
Workability III <ul style="list-style-type: none">Funds to prepare and assist individuals in the Workability Program to obtain and maintain meaningful employment.7/1/2013 through 6/30/2014Administrator: Christine Hernandez, Dean, Financial Aid and Student Services	SCC	\$634,395	California Department of Rehabilitation

I. Ratify: New Contracts and Renewals

That the Board of Trustees ratify the service and professional service agreements listed herein, pursuant to Board Policy 8315:

CONTRACTS					
Description	Agreement Amount	Initial (I) Renewal (R)	Valid Dates	Consultant/ Contractor	Department Sponsor
Consulting Services for Utility Incentive, EMS Scheduling, Corrective Work and Proposition 39	\$35,000	I	7/23/13 – 12/31/13	Retrocom Energy Strategies, Inc.	DO - Facilities Management
DOC Workforce and Economic Development Facility – DSA Inspector	\$100,000	I	9/14/12 – 9/13/14	Nielsen Inspection Services, Inc.	DO - Facilities Management
Professional Transcript Services District Wide	\$67,350	I	07/01/13 – 06/30/18	Credentials Inc.	DO – Education & Technology
Contracted Instructional Hours	\$182,311	R	07/01/13 – 06/30/14	Sacramento County Sheriff's Department	DO – Business Services
Contracted Instructional Hours	\$287,216.90	R	07/01/13 – 06/30/14	Sacramento Police Department	DO – Business Services
Services for Regional Career Exploration Pathways	\$25,000	R	07/01/13 – 06/30/14	CIEF	CRC
Services for Governors Career Technical Education Initiative	\$115,732	R	07/01/13 – 06/30/14	El Dorado County Office of Education	FLC
Services for Governors Career Technical Education Initiative (Round 5)	\$27,495.29	R	07/01/13 – 06/30/14	El Dorado Union High School District	FLC
Services for Governors Career Technical Education Initiative (Round 6)	\$39,492	R	07/01/13- 06/30/14	El Dorado Union High School District	FLC
Services for Coordination and Technical Assistance for Externships	\$393,469	R	07/01/13 – 06/30/14	North State Building Industry Foundation	CRC

J. Ratify: Bid Transactions

That the Board of Trustees ratify the bid transactions for the month of September as listed herein, pursuant to Board Policy 8315:

CHANGE ORDERS					
Bid №	Description	Change Amount	Change Number	Vendor	New Contract Total
12022	CRC Elk Grove Off-Site Construction	\$4,677.89	3	Preston Pipelines	\$2,994,681.77
13011	SCC Tap III G – Lot	\$4,164.00	1	JD Pasquetti Engineering	\$595,164.00
11011	ARC Student Center	\$67,827.00	7	Broward Builders	\$16,574,980.00
13010	FLC Signage	\$400.00	2	Ellis & Ellis Signs	\$73,911.85

BID AWARDS					
Bid №	Description	No. of Responses	Award Date	Awarded Vendor	Contract Total
14003	SCC Hoos Pool Scoreboard	2	09/27/2013	Hy-Wire Consultant	\$16,920.58
14004	CRC Theatre Drapes	3	09/27/2013	Stagecraft Industries, Inc.	\$64,151.00
14007	ARC Truck	2	09/24/2013	Sacramento Truck Center	\$102,648.30

K. Surplus Equipment Disposal – Cold Storage Trailer

That the Board of Trustees approve the disposal of the cold storage trailer per Education Code §§ 81450-81450.5.

L. Disposition of Surplus Equipment

Pursuant to Education Code § 81452, that the Board of Trustees approve the disposition of the following surplus equipment which are valued at \$5,000 or less: 3 analyzers; 2 audio equalizers; 13 audio players; 1 bandsaw; 1 bulletin board; 15 cabinets; 1 camcorder; 9 cameras; 2 carts; 3 chairs; 1 compressor; 440 computers; 2 desks; 3 fax machines; 1 freezer; 2 generators; 4 hospital bed parts; 1 microwave; 183 monitors; 1 oscillator; 1 oscilloscope; 18 power supplies; 20 printers; 17 projectors; 15 projector screens; 12 scanners; 6 servers; 7 shelving units; 8 switches; 3 tables; 2 telephones; 8 televisions; 3 typewriters; 16 video players; 2 voltmeters; 2 voltohymsts; and 2 wrapping machines.

M. Purchase Orders, Warrants and Checks

That the Board of Trustees approve the numbered purchase orders, warrants and checks issued during the period of August 16, 2013 through September 15, 2013.

PURCHASE ORDERS		
General Fund	0001072953-0001073407 B114555-B114616	\$ 4,647,515.43
Capital Outlay Fund	0003015142-0003015194	
Child Development Fund	0006000730-0006000730	
Self-Insurance Fund	0009000304-0009000304 B9000305-B9000305	
WARRANTS		
General Fund	680125-682245	\$ 13,109,141.60
General Fund-ARC Instructional Related	003088-003169	
General Fund-CRC Instructional Related	021043-021072	
General Fund-FLC Instructional Related	030339-030350	
General Fund-SCC Instructional Related	042353-042426	
Capital Outlay Fund	827596-827745	
Child Development Fund	953846-953852	
Self-Insurance Fund	976137-976139	

Payroll Warrants	193610-194905	
Payroll-Direct Deposit	641805-645660	\$ 15,962,432.00
September Leave Process	194906-197707	
Payroll Vendor Warrants	54928-55096	
CHECKS		
Financial Aid Disbursements	1928393-1948623	\$ 21,332,868.18
Bookstore Fund – ARC	27170-27285	\$ 3,233,238.86
Bookstore Fund – CRC	024868-024946	
Bookstore Fund – FLC	8002-8084	
Bookstore Fund – SCC	045766-045931	
Student Clubs Agency Fund – ARC	3983-4036	\$ 126,274.93
Student Clubs Agency Fund – CRC	3047-3079	
Student Clubs Agency Fund – FLC	1604-1617	
Student Clubs Agency Fund – SCC	2584-2601	
Foundation – ARC	3667-3674	\$ 58,130.99
Foundation – CRC	1561-1606	
Foundation – FLC	0633-0661	
Foundation – SCC	2655-2661	
Foundation – DO	0480-0487	
Associated Students Trust Fund – ARC	-	\$ 250.67
Associated Students Trust Fund – CRC	-	
Associated Students Trust Fund – FLC	0436-0436	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	1436-1483 9088-9091 (manual checks)	\$ 228,324.87

N. Regular Human Resources Transactions

That the Board of Trustees approve the human resources transactions listed in the September Board agenda packet.

4. INFORMATION

A. Smart Grid Project, Utility Incentives

Staff presented an overview of the District’s partnership with SMUD in the Smart Grid Grant Program for energy related measures. The project was completed on July 31, 2013. In addition to taking full advantage of the \$5 million grant, the project qualified for a total of \$916,174 in utility incentives that included \$524,794 in SMUD incentives. SMUD representatives presented a check to the Board of Trustees in recognition of the Federal grant & energy efficiency incentive award.

B. Legislative Update

General Counsel JP Sherry, and McCallum Group representatives Patrick McCallum and Mark McDonald, provided an update on the District’s legislative policy, the District’s governmental affairs activities, the budget, and the key bills of the past legislative year, as well as insight into what to expect from the Legislature over the coming year.

5. FIRST READING

A. Collective Bargaining Proposals (P-3218)

Proposed revisions to Board Policy 3218 - Collective Bargaining Proposals were presented to the Board of Trustees as First reading for review and discussion.

B. Authorization of Signatories (P-8315)

Proposed revisions to Board Policy 8315 - Authorization of Signatories were presented to the Board of Trustees as First reading for review and discussion.

6. ACTION

A. CRC Substantive Change Proposal: Elk Grove Center

A motion was made by Ms. Scribner, seconded by Ms. Albiani, that the Board of Trustees approve the submission of the 2013 CRC Elk Grove Center Substantive Change proposal to the Accrediting Commission for Community and Junior Colleges (ACCJC).

Motion Carried; 7:0

7. BOARD MEMBER REPORTS

Mr. Lemus served as the keynote speaker at the Chicano Welcome Day for incoming college freshmen. He spoke about the resources on campus and how they have contributed to his success. He also reported that the SLADE Group had a Districtwide leadership forum and 30-40 student leaders in attendance.

Ms. Albiani participated in the ACCT Leadership Congress and will attend the One Night fundraising event at Folsom Lake College later in the week.

Mr. Jones provided a preliminary update on potential forthcoming changes in the organizational structure of the Community College League's CEO and CCCT Boards. He will provide more details as they develop.

Ms. Scribner attended the Cosumnes River College – Elk Grove Center dedication, as well as the College's Foundation Event "Taste & Toast." She thanked everyone who participated in the Chancellor's evaluation survey instruments.

Ms. Haynes also participated in the ACCT Leadership Congress, and attended CRC's "Taste & Toast" fundraising event.

8. REPORTS AND COMMENTS

The following constituency representatives also presented reports to the Board:

Jonathan Rogers, President, Folsom Lake College Student Senate
Tamara Floyd, President, American River College Classified Senate
Kale Braden, President, District Academic Senate
Robert Perrone, President, LRCFT

Chancellor's Report:

ARC: American River Review has won the competition as the nation's best community college literary magazine for the third year in a row - it's a three-peat! The Community College Humanities Association presents the award annually, and ARC's Review has won the prestigious title multiple times now, both in this century and the 1990s. Kudos to deans Tammy Montgomery and Adam Karp, faculty members Michael Spurgeon, Craig Martinez, and Betty Nelsen, and, of course, their talented student writers and artists. Special recognition goes to Editor-in-Chief Claire Davis and Art Director Zac Adams for their contributions to the 2013 issue.

CRC: CRC Computer Information Science Professor Markus Geissler was recently awarded an Intel-National Science Foundation security education micro-grant of \$4,000 to support the integration of additional security content into his existing CIS and Healthcare Information Technology courses. The grant will help Geissler coach students – who are primarily majoring in CIS, Business, and Medical Information Technology fields – to play more effective roles in protecting their current and future employers from network attacks that can diminish system availability and compromise customer data.

FLC: Folsom Lake College Medical Laboratory Technician student Kostyantyn Maruk recently passed a national licensing exam administered by the American Society for Clinical Pathology. He is the first student from the program to take this test, and by passing it he will be eligible to practice in almost all states. The national exam is much more stringent than the California exam, and Folsom Lake College's first Allied Health program is proud to say that its curriculum prepares students to perform at the national level.

SCC: SCC hosted its first annual "Rock the School Bells" hip-hop conference for youth on Saturday, October 12. The daylong conference brought together more than 100 SCC students and local high school students, and organizers weaved an educational emphasis into hip-hop themed workshops. The goal is to use hip-hop to encourage young students to get excited about higher education, and the conference received news coverage from KCRA-TV.

Chancellor King announced the following retirements:

Retirement			Years of Service
O.D. Burr	Director, General Services	DO	3
Gloria M. Lopez	Early Childhood Education Professor	SCC	23
Robert N. Bickley	Chief Broadcast Engineer	SCC	16+
Valerie J. Dobbins	Senior Programmer	DO	20+
Gloria M. Galloway	Administrative Assistant I	SCC	8+
Sandra L. Savage	Confidential Administrative Assistant I	ARC	--

8. FUTURE AGENDA ITEMS

There were no future agenda items discussed.

9. CLOSED SESSION

The following Board members went into closed session at 7:20 pm to consider the matters listed below: Ms. Albiani, Mr. Cochran, Ms. Haynes, Mr. Johnson, Mr. Jones, Ms. Ortiz, and Ms. Scribner.

- A. Pursuant to Govt. Code section 54956.9; Conference with Legal Counsel -- Existing Litigation; WCAB Nos. ADJ 8574414.
- B. Pursuant to Govt. Code section 54957; Public Employee Evaluation and Contract: Chancellor.

Closed Session Adjourned: 8:55 pm

Open Session: 8:57 pm

10. OPEN SESSION: REPORT OF ANY ACTION TAKEN IN CLOSED SESSION

In Closed Session, under Item 10A on the Agenda, the Board voted 7-0 in favor of resolving the Workers' Compensation case identified on the Agenda for a payment of \$49,800.

In Closed Session, under Item 10B, the Board took no action.

11. ADJOURNMENT

A motion was made by Ms. Ortiz, seconded by Mr. Johnson, that the meeting be adjourned.

Motion carried; 6:0

President Haynes adjourned the meeting at 9:00 p.m.

BRIAN KING

Chancellor and Secretary to the Board of Trustees

Draft Minutes presented to the Board of Trustees: November 13, 2013

jd

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Scheduling of Board of Trustees Annual Organizational Meeting	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS:

In compliance with Education Code § 35143, the Board of Trustees is required to schedule an annual organizational meeting “within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar.” The 15-day period for 2013 is December 6 - 20.

RECOMMENDATION:

It is recommended that the Board of Trustees schedule the annual organizational meeting for Wednesday, December 11, 2013 at 5:30 pm.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Curriculum Proposals: American River, Cosumnes River, Folsom Lake and Sacramento City College	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Susan L. Lorimer <i>Susan L. Lorimer</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS:

The District Curriculum Coordinating Committee reviews college proposals for new, modified, or deleted courses and programs: general education guidelines, graduation competencies, grading policies, course placement into disciplines, and discusses and acts on other curriculum related issues. The enclosed curriculum was approved at the November 1, 2013 meeting.

The District Curriculum Coordinating Committee membership includes the following representatives: American River College – Thuan Bui, Kristen Corbin, Bill Simpson, Kathy Rodgers, Colleen Owings; Cosumnes River College – Michael Lawlor, Cori Burns, Amanda Wolcott, Lynn Fowler, Whitney Yamamura; Folsom Lake College – Jessica Hodge, Kevin Pipkin (Chair), Debra Worth, David Newnham; Sacramento City College – Lonnie Larson, Brett Thomas, Richard Yang, Mary Turner; District Senate – Kale Braden; and District Office – Sue Lorimer.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the curriculum proposals for American River, Cosumnes River, Folsom Lake and Sacramento City College.

Los Rios Community College District

Recommendation for Adoption by the Board of Trustees

November 13, 2013

COURSE PROPOSALS

Course Deletions

American River College

1. **ENGWR 103 Practical Communication (3.00 units)**

Justification: This class is deleted to meet the requirement for only one 100-level composition course (ENGWR 102).

2. **MATH 290 PACE: Applications of Mathematics (1.00 unit)**

Justification: This course no longer meets the needs of our students.

3. **MATH 315 Exploratory Field Experience in Mathematics (3.00 units)**

Justification: This course no longer meets the needs of our students.

4. **MATH 344 Finite Mathematics (3.00 units)**

Justification: This course no longer meets the needs of our students.

5. **MATH 360 Introduction to Scientific Graphing Calculators (1.00 unit)**

Justification: This course no longer meets the needs of our students.

6. **MATH 481 Honors Applications of Calculus (1.00 unit)**

Justification: This course no longer meets the needs of our students.

Cosumnes River College

1. **ADT 312 Architectural Computer-Aided Drawing II (3.00 units)**

Justification: ADT is, due to industry advisory council recommendations, revising much of its curriculum to BIM (Building Information Management) content. This course is no longer necessary. The course content of ADT 312 which is still needed will be taught within the existing, but revised, ADT 310.

2. **DANCE 340 Ballroom Dance (1.00 unit)**

Justification: Upon review, the Kinesiology Department has determined that it is no longer necessary to offer this course. Several other styles of dance are available.

3. **FITNS 310 Aquatic Fitness I (1.00 unit)**

Justification: Upon review, the Kinesiology Department has determined that it is no longer feasible to offer this course. A family of swimming courses is available in the FITNS descriptor.

4. **HEED 312 Community CPR (Cardiopulmonary Resuscitation)- Basic Life Support (1.00 unit)**

Justification: Upon review, the Kinesiology Department has determined that it is no longer necessary to offer this course. The programs that it supported in the past no longer require this course.

5. **HEED 313 Standard First Aid (1.00 unit)**

Justification: Upon review, the Kinesiology Department has determined that it is no longer necessary to offer this course. The programs that it supported in the past no longer require this course.

6. **HEED 314 Community First Aid and Safety (2.00 units)**

Justification: Upon review, the Kinesiology Department has determined that it is no longer necessary to offer this course. The programs that it supported in the past no longer require this course.

7. **HEED 320 CPR: BLS for the Professional Rescuer (2.00 units)**

Justification: Upon review, the Kinesiology Department has determined that it is no longer necessary to offer this course. The EMT Department has concurred that it is no longer necessary. Community resources exist to attain this certification.

8. **HEED 342 Contemporary Problems of Student Athletes (2.00 units)**

Justification: Upon review, the Kinesiology Department has determined that it is no longer necessary to offer this course as it does not support the Department's programmatic goals.

9. **KINES 409 Personal Trainer (3.00 units)**

Justification: Upon review, the Kinesiology Department has determined that it is no longer necessary to continue to offer this course. It no longer fits with our long-term programmatic goals.

10. TMACT 332 Volleyball (1.50 units)

Justification: The volleyball courses are being renumbered and leveled due to credit course repetition changes and curriculum agreements district-wide. TMACT 330, 331, and 333 will constitute the Volleyball family (I, II and III). TMACT 332 will be replaced with these courses hence its deletion.

Folsom Lake College

1. SPORT 356 Off Season Conditioning for Women's Soccer (1.00 - 3.00 units)

Justification: This curriculum is not appropriate for KHA Department needs at this time.

Sacramento City College

1. AERO 130 Bio-Diesel for Aircraft Ground-Based Transportation (1.00 unit)

Justification: The department will be deleting AERO 130 because this course is no longer required by the aviation industry.

2. ECE 323 The Effective Parent-Teacher (3.00 units)

Justification: ECE 322, Promoting Children's Social Competence, replaces this course as more appropriate and representative of current theory and practice.

3. ECE 344 Principles of Pre-School Skills Building: Planning Creative Play Environments (3.00 units)

Justification: The course is no longer needed as subject-specific courses have been designed to reflect current theory and practice.

4. MTRCL 100 Introduction to Motorcycles, Motorcycle Design, and Maintenance Theory (5.00 units)

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

5. MTRCL 101 Fuel, Lubrication and Cooling (3.00 units)

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

6. **MTRCL 102 Motorcycle Electrical Systems (3.00 units)**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

7. **MTRCL 104 Motorcycle Electronics (1.50 units)**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

8. **MTRCL 105 Applied Basic Motorcycle Maintenance (3.00 units)**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

9. **MTRCL 110 Motorcycle Engine Theory (3.00 units)**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

10. **MTRCL 120 Motorcycle Exhaust, Frame, Suspension, Tires, Wheels, and Brakes (3.00 units)**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

11. **MTRCL 121 New Motorcycle Inspection, Assembly, Service, and Detail (3.00 units)**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

12. **MTRCL 130 Motorcycle Engine Overhaul (3.00 units)**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

13. MTRCL 140 Motorcycle Tune-up and General Service (3.00 units)

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

14. MTRCL 141 Motorcycle Dyno Operation and Data Acquisition (1.50 units)

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

15. MTRCL 150 Power Transmission Systems (1.50 units)

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

16. MTRCL 295 Independent Studies in Motorcycle Maintenance (1.00 - 3.00 units)

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

17. MTRCL 299 Women and the Art of Motorcycle Maintenance (0.50 - 4.00 units)

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

New to District Courses

American River College

1. **DANCE 326 Ballet: Variations and Combinations (2.00 units)**

Prerequisite: None.

Enrollment Limitation: DANCE 324 or DANCE 325 or by audition.

18.00 hours lecture, 54.00 hours laboratory

This course utilizes technique and history covered in all previous ballet courses and initiates the process of studying and interpreting ballet variations and combinations. Combinations are newly created and appropriate for each dancer, while performance of variations, traditionally given as a reward for hard work, will be assigned by individual merit and group ability. New vocabulary, variation details, shocking dance history, famous performances, and the ballets that they sprang from are covered. This course may only be taken en pointe by permission and is designed for more experienced dancers.

Justification: As a member of the ballet technique family, this course allows our students the opportunity to excel in ballet and provides them with the foundation in technique necessary for those pursuing transfer into a university dance department. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

2. **DANCE 336 Modern Dance VI (1.00 unit)**

Prerequisite: None.

Enrollment Limitation: DANCE 335 with a grade of "C" or better or by audition.

54.00 hours laboratory

This course continues the technique covered in DANCE 335 and introduces new vocabulary and explorations for essence, time, and reversing time. Retrograde, slow motion, and high-speed movements are studied and used as a springboard to choreography. This course is designed for dancers with experience in modern dance technique.

Justification: As a member of the modern dance technique family, this course allows our students the opportunity to excel in modern dance and provides them with the foundation in technique necessary for those pursuing transfer into a university dance department. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

3. **DANCE 364 Tap Dance V (1.00 unit)**

Prerequisite: None.

Enrollment Limitation: DANCE 363 with a grade of "C" or better or by audition.

54.00 hours laboratory

This course combines the elements of tap dance begun in DANCE 363 with the foundation of Shuffle Stride or rhythm tap dance styles of the Harlem Renaissance. The taps sounds are completed very close or into the ground. Along with theatrical jumps, turns, and isolations, steps from an African American Vaudeville dance heritage are included. This course requires previous tap dance training.

Justification: As a member of the tap technique family, this course allows our students the opportunity to excel in tap dance and provides them with the foundation in technique necessary for those pursuing transfer into a university dance department. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

4. **DANCE 390 Contemporary Dance I (1.00 unit)**

Prerequisite: None.

Enrollment Limitation: DANCE 310, 320, and 330 with a grade of "C" or better, or audition.

54.00 hours laboratory

This course builds upon the technique covered in DANCE 310, 320, and 330. Abilities drawn from jazz, ballet, and modern dance are required to pursue this new integrated style. Dancers select and merge three dance techniques and incorporate the vocabulary of gestural movement and non-verbal communication. The course develops smooth transitions and learns to use dance steps and elements to communicate an emotional state or story line. This course is intended for students with knowledge of ballet, modern, and jazz dance technique.

Justification: As a member of the dance technique family, this course allows our students the opportunity to excel in contemporary dance and provides them with the foundation in technique necessary for those pursuing transfer into a university dance department. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

5. **DANCE 416 Dance Production: Choreography and Costumes (3.00 units)**

Prerequisite: None.

Enrollment Limitation: Audition.

36.00 hours lecture, 54.00 hours laboratory

This course provides an opportunity to perform with an emphasis on production technique for dance. Choreography for production and costuming for the choreography are covered as well as how to communicate choreographic ideas and costuming goals. Technique is presented through historical study and choreographic necessity. Production problems in choreography are analyzed for multiple solutions, and safe rehearsals, and performances. Field trips may be required.

Justification: This course is part of the degree in dance. It provides our students with performance opportunities while giving beginning level student's role models in dance and a capstone course to work towards. It also serves as an outreach to the community, and fulfills the general education requirement for physical education. It presents students with production challenges that they need to be prepared to meet in most profession jobs in the field of dance.

6. ENGWR 50 Developmental Composition (3.00 units)

Prerequisite: ENGRD 14 or ENGRD 54 and 55 or placement through the assessment process

Advisory: BUSTEC 300

54.00 hours lecture

This course focuses on developmental writing skills, emphasizing the connection between writing and reading with the goal of building fluency. It includes writing in response to assigned readings as well as practicing the writing process: prewriting, thesis development and organization of ideas, drafting of essays, and revision.

Justification: ENGWR 50 is the entry-level course to the ENGWR sequence and prepares students for ENGWR 101. It teaches essay structure and development of ideas with the goal of building fluency. This course is being developed as part of the English Department's efforts to increase student success and persistence from below-transfer to transfer-level composition classes. ENGWR 50 is designed to replace ENGWR 43 and ENGWR 51.

7. HUM 355 Introduction to World Religions (3.00 units)

Prerequisite: None.

Advisory: Eligible for ENGRD 310 OR ENGRD 312 AND ENGWR 300 OR ESLR 340 AND ESLW 340

54.00 hours lecture

This course surveys selected major world religions. Emphasis is on the origins, development, beliefs, practices, social ethics, and ethnic / cultural issues of indigenous tribal religions, Hinduism, Sikhism, Jainism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Christianity, and Islam. This course focuses on the central beliefs

and practices of these religions using selected material from each religion's sacred texts and arts.

Justification: This course fulfills the needs of students who wish to take a G.E. transfer course that broadens their understanding of diverse religious traditions in a contemporary world that is experiencing conflicts between peoples of differing religious traditions.

8. **MATH 355 Calculus for Biology and Medicine I (4.00 units)**

Prerequisite: MATH 330 with a grade of "C" or better; or placement through the assessment process.

72.00 hours lecture

This course is an introduction to differential calculus and elementary differential equations via applications in biology and medicine. It covers limits, derivatives of polynomials, trigonometric, and exponential functions, graphing, and applications of the derivative to biology and medicine. Among the topics included are the Fundamental Theorem of Calculus and techniques of integration, including integral tables and numerical methods. This course is a superset of MATH 350, adding topics to the latter and treating topics in more depth.

Justification: MATH 355 corresponds to the first half of UC Davis's MAT 17ABC and provides an option for ARC students wishing to transfer into majors in UC Davis's College of Biological Sciences. (MATH 350 no longer satisfies the math requirement of the College of Biological Sciences.) MATH 355 is a superset of MATH 350 and would facilitate the transfer of ARC students to all four-year institutions that have enhanced their life science calculus requirements.

9. **MATH 356 Calculus for Biology and Medicine II (4.00 units)**

Prerequisite: MATH 355 with a grade of "C" or better

72.00 hours lecture

This course covers matrix algebra with eigenvalues and eigenvectors, systems of linear equations, functions of several variables, partial derivatives, systems of differential equations, and applications to biology and medicine. This course is a superset of MATH 351, treating additional topics and covering them in more depth.

Justification: MATH 356 corresponds to the second half of UC Davis's MAT 17ABC and provides an option for ARC students wishing to transfer into majors in UC Davis's College of Biological Sciences. (MATH 351 no longer satisfies the math requirement of the College of Biological Sciences.) MATH 356 would facilitate the transfer of ARC students to all four-year institutions that have enhanced their life science calculus requirement.

Cosumnes River College

1. **ACCT 160 Volunteer Income Tax Assistance (2.00 units)**

Prerequisite: None.

Advisory: ACCT 125; or equivalent skills demonstrated through the assessment process.

18.00 hours lecture, 54.00 hours laboratory

This hands-on course provides training and a service learning opportunity in the preparation of federal and California individual income tax returns. After successfully completing 18 hours of IRS-approved training and passing the IRS individual income tax exam, the student volunteer will provide a minimum of 54 hours of free tax assistance to community clients who meet qualifying criteria for the service as set by the IRS. This course is intended for the volunteer who will assist individual and family taxpayers with basic tax concerns.

Justification: This provides training and practical experience in preparing individual income tax returns, an elective that will enhance student learning in our accounting program. This course replaces Acct 127.

2. **ACCT 161 Volunteer Income Tax Assistance II (2.00 units)**

Prerequisite: ACCT 160 with a grade of "C" or better

18.00 hours lecture, 54.00 hours laboratory

This hands-on course provides training and a service learning opportunity in the preparation of federal and California individual income tax returns. After successfully completing 18 hours of IRS-approved training and passing the IRS individual income tax exams, the student volunteer will provide a minimum of 54 hours of free tax assistance to community clients who meet qualifying criteria for the service as set by the IRS. This course covers the Advanced level which is intended for the volunteer who will assist individual and family taxpayers with more complex tax concerns.

Justification: This provides training and practical experience in preparing individual income tax returns, an elective that will enhance student learning in our accounting program. This course replaces Acct 127 which was repeatable. This course is a follow on to Acct 160.

3. **BIOL 480 Honors Seminar in Biology- Coastal Field Biology (1.00 unit)**

Prerequisite: None.

12.00 hours lecture, 18.00 hours laboratory

Honors Seminars in Biology are special one-unit intensive courses for academically accomplished students or those with the potential for high academic achievement. In these seminars, students will study advanced topics from the area of biology, in this case coastal field biology. Enrollment is limited to Honors students. Details about the Honors Program can be found in the front of the Catalog and on the CRC website. This course is the same as Honor 380. This course, under either name, may be taken one time for credit. A field trip is required.

Justification: Honors Seminars in Biology are designed to provide academically accomplished students, or those with the potential for high academic achievement, the opportunity of explore advanced topics in the field of Biology. This course was previously offered as one of 2 Honors courses offered under the same number, Honor 383/Bio 481. This proposal separates it from that course.

4. **HONOR 380 Honors Seminar in Biology- Coastal Field Biology (1.00 unit)**

Prerequisite: None.

12.00 hours lecture, 18.00 hours laboratory

Honors Seminars in Biology are special one-unit intensive courses for academically accomplished students or those with the potential for high academic achievement. In these seminars, students will study advanced topics from the area of biology, in this case coastal field biology. Enrollment is limited to Honors students. Details about the Honors Program can be found in the front of the Catalog and on the CRC website. This course is the same as BIOL 480. This course, under either name, may be taken one time for credit. A field trip is required.

Justification: Honors Seminars in Biology are designed to provide academically accomplished students, or those with the potential for high academic achievement, the opportunity to explore advanced topics in the field of Biology. This course was previously offered as one of 2 Honors courses offered under the same number, Honor 383/Bio 481. This proposal separates it from that course.

5. **HONOR 391 Honors Seminar in Mathematics - Introduction to Mathematical Proof (1.00 unit)**

Prerequisite: MATH 370 with a grade of "C" or better

18.00 hours lecture

Honors Seminars in Mathematics are special one-unit intensive courses for academically accomplished students or those with the potential for high academic achievement. This particular course will study various methods of mathematical proof in a seminar setting, and will be particularly useful to students planning to study calculus, differential equations, and linear algebra. Topics include: deductive reasoning, proof by axioms, proofs of conditional and bi-conditional statements, proofs by contrapositive and contradiction, and proof by mathematical induction. Studies will include homework, discussions, oral presentations and lectures. Students will be expected to do independent problem solving and present their solutions to the class. Enrollment is limited to Honors Program students (see catalog). This course is the same as HONOR 391. This course, under either name, may be taken one time for credit. This course will be offered in spring semester only.

Justification: This course is offered as part of CRC's Honors Scholar Program. This new course separates "Introduction to Mathematical Proof" from "Topics in Number Theory", which is necessary to allow students to take both seminars; they are two different seminars currently under the same number.

6. **MATH 483 Honors Seminar in Mathematics - Introduction to Mathematical Proof (1.00 unit)**

Prerequisite: MATH 370 with a grade of "C" or better

18.00 hours lecture

Honors Seminars in Mathematics are special one-unit intensive courses for academically accomplished students or those with the potential for high academic achievement. This particular course will study various methods of mathematical proof in a seminar setting, and will be particularly useful to students planning to study calculus, differential equations, and linear algebra. Topics include: deductive reasoning, proof by axioms, proofs of conditional and bi-conditional statements, proofs by contrapositive and contradiction, and proof by mathematical induction. Studies will include homework, discussions, oral presentations and lectures. Students will be expected to do independent problem solving and present their solutions to the class. Enrollment is limited to Honors Program students (see catalog). This course is the same as HONOR 391. This course, under either name, may be taken one time for credit. This course will be offered in spring semester only.

Justification: This course is offered as part of CRC's Honors Scholar Program. This new course separates "Introduction to Mathematical Proof" from "Topics in Number Theory", which is necessary to allow students to take both seminars; they are two different seminars currently under the same number.

7. **PHOTO 273 Video Capture with DSLRs (1.50 units)**

Prerequisite: PHOTO 302 with a grade of "C" or better

18.00 hours lecture, 27.00 hours laboratory

This course is designed to provide students instruction in shooting video with DSLR cameras. Topics include: custom settings for shooting video, options for sound capture, lighting techniques, video editing and digital story telling. Students will work with digital cameras and accessory equipment. The class includes: lectures, lab time, field trips, exams, a journal, and a final project.

Justification: We are rewriting the 400 level courses to allow students to take 8 week courses on multiple topics.

8. **PHOTO 275 Digital Applications for Alternative Processes (1.50 units)**

Prerequisite: PHOTO 302 with a grade of "C" or better

18.00 hours lecture, 27.00 hours laboratory

This course is designed to provide students instruction in digital applications for alternative processes. Topics include: creating custom curves for alternative process printing, using a variety of software products for creating unique imagery, and applying digital technology to older print processes. Students will work with digital cameras and

accessory equipment. The class includes: lectures, lab time, field trips, exams, a journal, and a final project.

Justification: We are rewriting this course as several courses so students can take the series.

9. **PHOTO 276 Digital Bookmaking (1.50 units)**

Prerequisite: PHOTO 302 with a grade of "C" or better

18.00 hours lecture, 27.00 hours laboratory

This course is designed to provide students instruction in digital and traditional bookmaking. Editing, design, layout, cover design, printing and binding will be covered. Students will work with digital cameras and design software. The class includes: lectures, lab time, field trips, exams, a journal, and a final project.

Justification: We are rewriting the 400 level courses to allow students to take 8 week courses on multiple topics.

10. **PHOTO 277 Creating a Digital Portfolio (1.50 units)**

Prerequisite: PHOTO 302 with a grade of "C" or better

18.00 hours lecture, 27.00 hours laboratory

This course is designed to provide students instruction in creating a website to promote their photography. Website hosting options, uploading and organizing images will be covered. Students will work with digital cameras and design software. The class includes: lectures, lab time, field trips, exams, a journal, and a final project.

Justification: We are rewriting the 400 level courses to allow students to take 8 week courses on multiple topics.

11. **SPORT 368 Pre-Season Conditioning for Softball (0.50 units)**

Prerequisite: None.

Enrollment Limitation: Once enrolled, the student must demonstrate intercollegiate athletic skills as determined by the coaching staff to remain enrolled in this course. It is advised that athletes taking this course have participated at the varsity level in high school or competed on a summer travel ball team.

27.00 hours laboratory

This physical education course involves a combination of basic skills and strategy tactics with an emphasis on a fitness component for the sport of softball. The course will also offer a mental training component for peak performance. This course is designed to prepare students for intercollegiate softball competition and may be repeated a maximum of four times to meet California Community College Athletic Association requirements for eligibility.

Justification: As per LRCCD Kinesiology Departments' agreement, all athletic conditioning courses are being moved to or created in the SPORT designator.

Folsom Lake College

1. **DANCE 441 Performing and Touring Group: MOSAIC Dance Company II (3.00 units)**

Prerequisite: None.

Enrollment Limitation: Enrollment in this course and participation in MOSAIC Dance Company is granted only through a successful completion of the formal dance audition process at Folsom Lake College. Intermediate and advanced students of dance are encouraged to audition.

36.00 hours lecture, 54.00 hours laboratory

MOSAIC Dance Company II is a course designed to provide performance opportunities for intermediate and advanced dancers at the pre-professional level. MOSAIC dancers will represent the Folsom Lake College Dance Program in the community through teaching and performing outreach projects, which may involve travel. Students will collaborate and implement a dance education outreach project, as well as understand professional standards for lesson planning and outreach programming. Dancers may be exposed to several genres of dance, including but not limited to, Ballet, Jazz, Tap, Hip-Hop, Lyrical, Contemporary and other cultural styles. Students must supply dance attire, costumes and appropriate dance shoes for rehearsals and performance. Students are admitted into MOSAIC Dance Company by audition only.

Justification: Dance 441: Performing and Touring Group: MOSAIC Dance Company II is the second in a series of four level offerings for what was formerly the multi-topic Dance 371: Performing and Touring Group: MOSAIC Dance Company. These changes are being made to comply with Title 5 changes to repeatability, and the District-wide dance plan agreed upon by all sister colleges to establish levels and families.

2. **DANCE 442 Performing and Touring Group: MOSAIC Dance Company III (3.00 units)**

Prerequisite: None.

Enrollment Limitation: Enrollment in this course and participation in MOSAIC Dance Company is granted only through a successful completion of the formal dance audition process at Folsom Lake College. Intermediate and advanced students of dance are encouraged to audition.

36.00 hours lecture, 54.00 hours laboratory

MOSAIC Dance Company III is a course designed to provide a touring performance opportunity for intermediate and advanced dancers at the pre-professional level. MOSAIC dancers will represent the Folsom Lake College Dance Program in the community through a performance tour, which will involve some travel. Students will review audition skills, choreography techniques, and production coordination

requirements for performing on tour. Dancers may be exposed to several genres of dance including, but not limited to, Ballet, Jazz, Tap, Hip-Hop, Lyrical, Contemporary and other cultural styles. Students must supply dance attire, costumes and appropriate dance shoes for rehearsals and performance. Students are admitted into MOSAIC Dance Company by audition only.

Justification: Dance 442: Performing and Touring Group: MOSAIC Dance Company III is the third in a series of four level offerings for what was formerly the multi-topic Dance 371: Performing and Touring Group: MOSAIC Dance Company. These changes are being made to comply with Title 5 changes to repeatability, and the District-wide dance plan agreed upon by all sister colleges to establish levels and families.

3. **DANCE 443 Performing and Touring Group: MOSAIC Dance Company IV (3.00 units)**

Prerequisite: None.

Enrollment Limitation: Enrollment in this course and participation in MOSAIC Dance Company is granted only through a successful completion of the formal dance audition process at Folsom Lake College. Intermediate and advanced students of dance are encouraged to audition.

36.00 hours lecture, 54.00 hours laboratory

MOSAIC Dance Company IV is a course designed to provide performance opportunities for intermediate and advanced dancers at the pre-professional level. MOSAIC dancers will represent the Folsom Lake College Dance Program in the community through group performance in a formal concert setting. Students will review and refine audition skills, choreography techniques, professional standards for performing on tour, as well as implementation of education outreach projects, which may involve travel. Dancers may be exposed to several genres of dance, including but not limited to, Ballet, Jazz, Tap, Hip-Hop, Lyrical, Contemporary and other cultural styles. Students must supply dance attire, costumes and appropriate dance shoes for rehearsals and performance. Students are admitted into MOSAIC Dance Company by audition only.

Justification: Dance 443: Performing and Touring Group: MOSAIC Dance Company IV is the fourth in a series of four level offerings for what was formerly the multi-topic Dance 371: Performing and Touring Group: MOSAIC Dance Company. These changes are being made to comply with Title 5 changes to repeatability, and the district-wide dance plan agreed upon by all sister colleges to establish levels and families.

4. **INDIS 314 Study Skills for Science Disciplines (0.50 units)**

Prerequisite: None.

Corequisite: Current enrollment in a science course.

27.00 hours laboratory

This course offers individualized instructional modules designed to improve study strategies appropriate for various science classes and in the nursing program. A partial list of skills may include the following; principles of learning and retention, active reading

and listening, note taking, annotating, discipline-based vocabulary, paraphrasing, test preparation, test taking, and problem solving. This course is offered in a flexible TBA format of 27 laboratory hours in order to accommodate the student's schedule. Registration is open through the tenth week of the semester. This course is graded on a pass/no pass basis.

Justification: This course helps a student develop and practice study skills appropriate for a science course, including text reading, graphics reading, concept mapping, and test-taking. Students will be better prepared to gather and analyze information in their courses after gaining these skills which should lead to higher retention of these students.

5. **SPORT 302 Off Season Conditioning for Baseball (3.00 units)**

Prerequisite: None.

Enrollment Limitation: It is advised that students taking this course have played two years of high school varsity baseball. A demonstration of collegiate level baseball skills may be required through a tryout administered by the instructor.

162.00 hours laboratory

This course is designed to optimize sports performance and reduce risk of injury for the off-season intercollegiate athlete in the sport of baseball. Course content will include; sport specific skill development, sport specific strength training, cardiovascular conditioning, agility work, plyometrics, speed training, and flexibility exercises. Students will need to provide themselves with appropriate baseball attire, cleats, a mitt, and a bat.

Justification: This course will provide the off-season student athlete with the necessary physical and technical training needed for conditioning during the off season, to prevent injury, to increase muscular endurance, and to provide for movement proficiency specific to the sport of baseball.

6. **SPORT 352 Off-Season Conditioning for Soccer (2.00 units)**

Prerequisite: None.

Enrollment Limitation: The student must demonstrate intercollegiate athletic soccer skills as determined by a try-out conducted by the coaching staff to remain in the course.

108.00 hours laboratory

This course covers off-season training and conditioning skills and techniques specific for intercollegiate soccer. Topics include skill development, strength training, cardiovascular conditioning, and speed training. Students will need to provide themselves with appropriate soccer attire, soccer cleats, and shin guards.

Justification: This course provides the off-season athlete with the necessary physical and technical training needed for conditioning during the off season to prevent injury, to increase muscular endurance, and to provide for movement proficiency specific to the sport.

7. **SPORT 353 Pre-Season Conditioning for Soccer (1.00 unit)**

Prerequisite: None.

Enrollment Limitation: The student must demonstrate intercollegiate athletic soccer skills as determined by a try-out conducted by the coaching staff to remain in the course.

54.00 hours laboratory

This course covers pre-season training and conditioning skills and techniques specific for intercollegiate soccer. Topics include skill development, strength training, cardiovascular conditioning, and speed training. Students will need to provide themselves with appropriate soccer attire, soccer cleats, and shin guards.

Justification: This course provides the off-season athlete with the necessary physical and technical training needed for conditioning during the pre-season to prevent injury, to increase muscular endurance, and to provide for movement proficiency specific to the sport.

8. **SPORT 367 Off Season Conditioning for Softball (3.00 units)**

Prerequisite: None.

Enrollment Limitation: It is advised that students taking this course have participated at the varsity level in high school or competed on a summer travel ball team.

162.00 hours laboratory

This physical education course involves a combination of basic skills and strategy tactics with an emphasis on a fitness component for the sport of softball. The course will also offer a mental training component for peak performance. This course is designed to prepare students for intercollegiate softball competition. Students will need to provide themselves with appropriate softball attire, cleats, a mitt, and a bat.

Justification: This course will provide the off-season student athlete with the necessary physical and technical training needed for conditioning during the off season, to prevent injury, to increase muscular endurance, and to provide for movement proficiency specific to the sport of softball.

PROGRAM PROPOSALS

Program Deletion(s)

Sacramento City College

1. **Motorcycle Maintenance Technician**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

2. **Motorcycle Maintenance Technician**

Justification: The Advanced Transportation Department/Motorcycle Maintenance Program review determined that the Motorcycle Maintenance Program is no longer viable based on a full review of job market data and in consultation with industry partners.

New Programs

American River College

1. Journalism and Mass Communications

The Associate in Arts in Journalism for Transfer provides students with a major that fulfills the general requirements of the California State University for transfer. Students with this degree will receive priority admission with junior status to the California State University system. The Associate in Arts in Journalism for Transfer (AA-T) may be obtained by the completion of 60 transferable, semester units with a minimum of a 2.0 GPA, including (a) the major or area of emphasis described in the Required Program outlined below (earning a C or better in these courses), and (b) the Intersegmental General Education Transfer Curriculum (IGETC). Students interested in transferring to a CSU campus to pursue a bachelor's degree in Journalism should meet with a counselor to confirm the courses required for lower division preparation in the major.

Justification: This new degree is part of ARC's effort to offer AA-T and AS-T degrees to prepare students for transfer to CSUs and other four-year schools.

Cosumnes River College

1. History

The Associate in Arts in History for Transfer Degree provides a clearly articulated curricular track for students who wish to transfer to a CSU campus, while also serving the diverse needs of students interested in the breadth and depth of the field of history. Additionally, this degree exposes students to the core principles and practices of the study of history in order to build a foundation for their future personal, academic and professional paths. The Associate in Arts in History for Transfer Degree (AA-T) is designed to provide a seamless transfer pathway for students interested in pursuing a History degree in the California State University (CSU) system. The required and elective coursework surveys a broad spectrum of physical geography, human geography, geospatial technologies (e.g. GIS, the Global Positioning System, remote sensing), and related disciplines. The degree is comprised of lower division coursework typically required by CSU institutions. Students must complete a total of 60 transferable semester units with a minimum 2.0 GPA, to include either the California State University General Education Breadth pattern or the Intersegmental General Education Transfer Curriculum; students must also earn a grade of C or better in all the courses for the major as described in the Required Program. Upon successful completion of the degree requirements, students will be guaranteed admission to the CSU system with junior status and will not have to repeat lower division coursework. Students are encouraged to meet with a counselor to develop their educational plans as degree options and general education requirements vary for each university.

Justification: This proposal for an Associate in Arts in History for Transfer degree program follows the statewide mandate issued by the legislature (SB 1440) to create

transfer degrees in the community colleges that articulate with degree programs in the CSU system. The degree program proposed here conforms to the Transfer Model Curriculum developed by the statewide committee of CC and CSU history instructors in conjunction with the California Community Colleges Chancellor's Office.

Folsom Lake College

1. **Art History**

The Art History major is designed to prepare students for further study in the history of art leading to the Bachelor's, Master's, and/or the Ph.D. in Art History. The Art History transfer program provides students the opportunity to complete the lower-division coursework required for four-year programs in art history. This program is for students who plan to transfer to a California State University (CSU). Completion of the CSU General-Breadth or IGETC general education pattern is required. It is highly recommended that students meet with a counselor because major and general education requirements vary for each college/university. Declared majors will be invited to an orientation with the opportunity to meet with art history faculty for advising.

Justification: This degree path will function as the degree transfer program for Art History.

2. **Geography**

Geography is a comprehensive discipline that seeks to understand the landscapes, features, occupants, and processes of the Earth. Geographers study the complex relationships among geographic places, natural systems, society, cultural activities, and the interdependence of all these over space and time. Geography is often seen as a bridge between human and physical sciences. There are two main branches of geography; human geography and physical geography. Human geography is concerned with the spatial aspects of human existence – how people and their activities are distributed in space, how people use and perceive space, and how people create and sustain the places that make up Earth's surface. Physical geographers study the physical elements and spatial processes that make up and shape the environment, including energy, air, water, weather, climate, landforms, soils, animals, and plants. Many human and physical geographers also employ skills in cartography and Geographic Information Systems (GIS). Geographers also study the linkages between human activity and natural systems. Geographers were, in fact, among the first scientists to sound the alarm that human-induced changes to the environment were beginning to threaten the balance of life itself. Geographers today are active in the study of global warming, desertification, deforestation, loss of biodiversity, groundwater pollution, flooding, and more. The AA Transfer degree in geography provides students with a solid foundation in geography as well as the standard prerequisites for upper division coursework leading to the baccalaureate degree. The required and elective coursework surveys a broad spectrum of physical geography, human geography, GIS, and related disciplines. For students planning to transfer to a four-year school with a major in geography, it is critical that you meet with an FLC counselor to select and plan the courses for your major. Schools can vary widely in terms of the required lower division preparation.

Justification: This degree will streamline the transfer process for students pursuing a baccalaureate degree in Geography from an accredited institution with whom this degree will articulate.

3. **Physics**

The Associate in Science in Physics for Transfer degree at Folsom Lake College provides a transfer pathway for students wishing to pursue a baccalaureate degree in physics within the California State University system. Completion of the degree will allow students to transfer to a participating California State University as a physics major, with junior status. The Associate in Science in Physics for Transfer degree may be obtained by completing 60 transferable semester units with a minimum 2.0 GPA, including (a) the major or area of emphasis courses listed in the Required Program section, and (b) either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements. Note, due to the 60-unit limit for the degree, some classes are not included in the course list, which are nevertheless useful for physics transfer majors. Students should meet with a counselor to discuss the benefits of completing courses like differential equations, linear algebra, general chemistry, and computer programming prior to transferring. Though not required for the Associate in Science in Physics for Transfer degree, some of these classes may be course prerequisites or a part of the graduation requirements at the transfer university.

Justification: This proposal implements a Physics AS Transfer degree at Folsom Lake College.

4. **Studio Art**

Completion of this degree provides a foundation in studio art methods. Program offerings include course work in art history, 2-D, and 3-D studio practices. The Associate in Arts in Studio Art for Transfer provides students with a major that fulfills the general requirements of the California State University for transfer. Students with this degree will receive priority admission with junior status to the California State University system. The Associate in Arts in Studio Art for Transfer (AA-T) may be obtained by the completion of 60 transferable, semester units with a minimum of a 2.0 GPA, including (a) the major or area of emphasis described in the Required Program outlined below (earning a C or better in these courses), and (b) either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

Justification: This degree path will function as the degree transfer program for Studio Art.

Sacramento City College

1. **Anthropology**

Anthropology is the study of humans. Anthropologists study our species throughout time, focusing on our diverse modern culture and cultural adaptations, our biological classification as a species, and our inclusion in the Order Primates, and our species' past developments, including our first steps to our first civilizations. The goal of Anthropology is to study the similarities and differences in biological and cultural

adaptations and features across the globe throughout our human history. Anthropology is a holistic discipline, which means that anthropologists study all aspects of humans and our behavior. The field of Anthropology has been broken up into four main subfields: Cultural Anthropology, Physical Anthropology, Archaeology, and Linguistics. Cultural Anthropology is concerned with the study of human culture and its variations across time and space. Physical Anthropologists aim to study our species from a biological perspective - examining our DNA, relationship to our closest animal relatives, the primates, and the fossil evidence of our earliest human ancestors. Archaeology is the study of our past, focused specifically on reconstructing past behavior by looking at objects used by past people. Linguistic Anthropologists study human language and communication. This degree offers courses that satisfy lower division General Education requirements in both the physical and social sciences, providing students with a solid foundation in Anthropology as well as the standard prerequisites for upper division coursework leading to the baccalaureate degree. Students planning to transfer to a four-year school with a major in Anthropology should consult the lower division requirements at the university they plan to attend. The Associate Degree for Transfer student completion requirements (as stated in SB1440 law): (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0. ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major. **NOTE TO TRANSFER STUDENTS:** The Associate Degree for Transfer program is designed for students who plan to transfer to a California State University (CSU). Other than the required core, the courses you choose to complete this degree will depend to some extent on the selected CSU for transfer. In addition, some CSU-GE Breadth or IGETC requirements can also be completed using courses required for this Associate Degree for Transfer major (known as “double-counting”). Meeting with a counselor to determine the most appropriate course choices will facilitate efficient completion of your transfer requirements. For students wishing to transfer to other universities (UC System, private, or out-of-state), the Associate Degree for Transfer may not provide adequate preparation for upper-division transfer admissions because many universities require more lower division courses than those in this degree. Even the CSUs that accept this Transfer degree may likely require more lower division courses to achieve the Bachelor degree. It is critical that you meet with a SCC counselor to select and plan the courses for the major, as programs vary widely in terms of the required preparation.

Justification: The Anthropology Department is proposing this Transfer degree.

2. **Elementary Teacher Education**

The Associate in Arts in Elementary Teacher Education for Transfer is designed to meet the introductory content area subject matter for requirements for teaching at the elementary school level. The courses in this degree satisfy general education requirements for graduation at Sacramento City College and transfer. Additional requirements for the Elementary Teacher Education major may vary at each CSU campus. It is highly recommended that students meet with a counselor to discuss graduation and transfer requirements. The Associate Degree for Transfer student completion requirements (as stated in SB 1440 law) are: (1) Completion of 60 semester

units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements. (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0. ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Justification: This program is designed to meet the requirements of the Elementary Teacher Education Transfer Degree.

3. Journalism

The Associate in Arts in Journalism for Transfer (AA-T) can provide students with the foundational knowledge necessary for transfer to a California State University (CSU). The Associate in Arts in Journalism for Transfer (AA-T) offers students the opportunity to take courses in media theories, news writing and reporting, AP style, and writing for publication. It is designed to provide a seamless transfer pathway for students interested in pursuing a Spanish degree in the California State University (CSU) system. Upon successful completion of the degree requirements, students will be guaranteed admission to the CSU system with junior status and will not have to repeat lower division coursework. Students are encouraged to meet with a counselor to develop their educational plans as degree options and general education requirements vary for each university.

Justification: Sacramento City College Journalism Department faculty developed the Associate in Arts in Journalism for Transfer (AA-T) degree to more closely align with the requirements of the CSU, Sacramento, lower-division sequence.

4. Spanish



The Associate in Arts in Spanish for Transfer degree (AA-T) will help students develop proficiency in the following five skills: comprehension, speaking, reading, writing, and understanding of the people and culture of the Spanish-speaking countries. It is designed to provide a seamless transfer pathway for students interested in pursuing a Spanish degree in the California State University (CSU) system. Upon successful completion of the degree requirements, students will be guaranteed admission to the CSU system with junior status and will not have to repeat lower division coursework. Students are encouraged to meet with a counselor to develop their educational plans because degree options and general education requirements vary for each university. The Associate Degree for Transfer student completion requirements (as stated in SB1440 law): (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0. ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.

Justification: This new transfer degree is in compliance with state requirements and will offer our students better opportunities for transfer.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Collective Bargaining Proposals (P-3218)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

A routine review of District Policies indicated need for a few changes to the collective bargaining Policy. The current Policy calls for a drawn out sunshine process that can span up to four board meetings or more.

STATUS:

The major change proposed by staff for this Policy is in section 3.0. That proposed revision allows the initial collective bargaining positions of both the District and our union colleagues to be presented in the same meeting and allows for public comment and adoption of the District's position at the next meeting of the Board of Trustees. Staff believes this is a more respectful process. Other minor style changes are proposed to make the Policy consistent with the District's policy style guidelines.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the proposed revisions to Policy 3218 – Collective Bargaining Proposals.

1.0 Employer-Employee Relations (~~Government Gov.~~ Code, § 3540 et seq.)

1.1 The Government Code establishes the right of certain public school employees to select an employee organization as the exclusive representative in their employment relationships with the Los Rios Community College District.

1.2 The Los Rios Community College District Board of Trustees shall enter into negotiations with the exclusive representative as provided by State law and, if agreement is reached, the Board of Trustees shall execute a written document incorporating any such agreements which shall be considered part of the established policy of the Board of Trustees.

1.3 The Chancellor ~~is authorized to formulate regulations for handling exclusive representative negotiating proposals~~ shall develop administrative regulations to implement this policy. (Gov~~.~~ernment Code, § 3547)

2.0 Procedures

2.1 The District hereby establishes the following procedures for the presentation and adoption of all initial collective bargaining proposals, for the adoption of all new items of meeting and negotiating, and for the amendment of all negotiated collective bargaining agreements in accordance with Government Code, ~~s~~Section §-3547, and regulations of the Public Employment Relations Board:

3.0 Presentation of Initial Proposals

3.1 The collective bargaining proposal procedure begins when a request from an exclusive representative of a unit of District employees is presented to the Board of Trustees.

3.1.1 The exclusive representative and the District will~~shall~~ each present ~~an~~its own initial collective bargaining proposal to the Board of Trustees at a public meeting. The presentation shall be indicated as an "Information" item on the Board meeting agenda.

3.1.2 The public shall have an opportunity to comment upon ~~the exclusive representative's~~each initial proposal at a public hearing at a subsequent public Board meeting. The public hearing shall be indicated on the Board meeting agenda, and shall be held in accordance with Section 5.0 below. The Board of Trustees will~~shall~~ then receive ~~the~~each proposal.

~~3.1.3 Subsequent to the initial collective bargaining proposal (Section 3.1.1) and the public hearing (Section 3.1.2), the District will present its initial collective bargaining proposal at a public meeting. The presentation shall be indicated as an "Information" item on the Board agenda.~~

~~3.1.4 The public shall have an opportunity to comment upon the District's initial proposal at a public hearing at a subsequent public Board meeting. The public hearing shall be indicated on the Board meeting agenda, and shall be held in accordance with Section 5.0 below.~~

3.1.53 ~~After the public has had a reasonable opportunity to comment upon the~~

~~District's initial proposal, the Board of Trustees~~ **Following the Board of Trustees receipt of the District's initial proposal, it** shall adopt the District's initial proposal at a public meeting **prior to negotiating on that initial proposal. That meeting may be the same Board meeting as the Board meeting at which public comments are received.** The adoption shall be indicated as an "Action Item" on the Board **meeting** agenda. The District's initial proposal may be amended after the public is afforded a reasonable opportunity to comment upon the proposed amendment at a public meeting. Neither the Board **of Trustees** nor its representatives **willshall** engage in negotiations on an ~~initial proposal~~/**amendment** until the ~~proposal~~/**amendment** is adopted by the Board **of Trustees** at a public meeting.

4.0 New Subjects of Meeting and Negotiating

- 4.1 If new subjects of meeting and negotiating arise after the presentation of the initial proposals, the following procedure shall be followed:
 - 4.1.1 All new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District on the official District Office bulletin board in the District administration building. No meeting and negotiating **willshall** take place on the subject until the item has been posted for a minimum of twenty-four (24) hours.
- 4.2 The Board of Trustees' vote on any new subject of meeting and negotiating proposed by the District shall be made public.
- 4.3 If the vote is taken during a public meeting of the Board of Trustees, the vote shall be recorded in the minutes of the Board of Trustees and thereafter shall be a public record.
- 4.4 If the vote is taken during a closed session, the vote shall be recorded on the posted notice of the new item, and shall remain posted for a minimum of twenty-four (24) hours.
- 4.5 The Board of Trustees may, at its discretion, require that any new subject of meeting and negotiating proposed by the District be presented at a public meeting to afford the public an opportunity to respond.

5.0 Public Hearing

- 5.1 A public hearing, as provided for by Sections 3.1.2 ~~and 3.1.4~~ above, shall be scheduled any time an initial collective bargaining proposal or an amendment to an existing agreement appears on the Board's **meeting** agenda, and shall be **held** in accordance with the following procedure. Public comment, other than that provided for by Sections 3.1.2, ~~and 3.1.4~~, shall be **received** in accordance with the **District's Policy Board's rules** regarding communications to the Board **of Trustees**.
- 5.2 Persons who wish to address the Board **of Trustees** on a collective bargaining proposal may do so when recognized by the President of the Board **of Trustees** and may speak for up to three minutes. At the discretion of a majority of the

entire Board of Trustees, time may be extended. If there is not a majority to extend the time, the three-minute rule ~~will~~shall apply. Time limits defined in this section shall be applied only to testimony on the subject of a collective bargaining proposal.

5.3 Persons who wish to address the Board of Trustees on a collective bargaining proposal shall present a request to the Secretary to the Board of Trustees, giving a name, address and telephone number by 10:00 a.m. on the day of the Board meeting. The request shall include the name of the organization or group represented, if any, and shall inform the Secretary that the statement relates to a collective bargaining proposal on the Board meeting's agenda.

5.4 New subjects of meeting and negotiating, which have been posted in accordance with the provisions of Section 4.1.1 above, may be the topic of a non-agenda item addressed by a member of the public in accordance with ~~Board rules~~ the District's Policy relating to public participation at meetings.

6.0 Information Available to the Public

6.1 Information regarding collective bargaining proposals shall be made available to the public as required by law.

6.2 The District's and the exclusive representative's initial collective bargaining proposals, new subjects of bargaining, and proposed amendments to executed collective bargaining contracts shall be public records. Copies of any proposal shall be available at the public meeting when it is presented to the Board of Trustees as an "Information" item or copies may be obtained from the Director, ~~Personnel~~ Human Resources Services.

7.0 Complaints

7.1 Individual and/or groups wishing to make charges or complaints regarding alleged violations of this procedure by District employees may do so in accordance with the ~~District's Policy-Board's rules and regulations~~ regarding complaints. Such allegations shall be referred to the office of the Associate Vice Chancellor, Human ~~and Resources~~ Development.

Policy Adopted: 4/20/83
Policy Revised: 4/17/91; 6/4/97
Adm. Regulation: R-3218



LRCCD

DRAFT 8/12/13

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Authorization of Signatories (P-8315)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item E	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

A routine review of Policy 8315 indicated need for a few changes related to the processing of contracts and grants.

STATUS:

In the Policy, staff proposes moving existing language from section 3.0 concerning the intent of the Board as to the purpose of external grants to section 1.0. In section 2.1, the proposed language clarifies the Board’s existing practices as to when settlements of claims and lawsuits are brought to the Board for approval in contract and workers’ compensation cases. The proposed changes to section 3.0 clarify the approval process for all grants and contracts. Pending board ratification, the Chancellor, or designee, may sign contract and grant documents, however, the contract or grant must be placed in the next board agenda for ratification. Grants and contracts may be renewed without further Board action, but all renewals of contracts in excess of \$15,000 must be presented to the Board for ratification. Other minor style changes are proposed to make the Policy consistent with the District’s policy style guidelines.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the proposed revisions to Policy 8315 – Authorization of Signatories.

1.0 Intent

1.1 The intent of this policy is to balance the **Los Rios Community College** District's interest in allowing the expeditious approval of transactions with the District's interest in maintaining appropriate control of District expenditures and ensuring that the District is adequately represented from a legal perspective.

1.2 This policy is intended to control documents that obligate the District to pay money to or perform a service for a third party (including a District employee) **or where the District receives grant funds from a third party** regardless of whether the document is described as an agreement, contract, memorandum of understanding or other written obligation. This policy is not intended to address administrative approvals within the District.

1.3 To expedite the execution of certain ~~Los Rios~~ District transactions, authorization is given by the **Los Rios Community College District** Board of Trustees to selected District positions to sign, on behalf of the Board of Trustees, any and all documents necessary to implement particular transactions.

1.4 The primary purpose of external grant funds should be (1) to provide resources to move the District forward in its focused areas and/or (2) to provide incentives to improve teaching and provide better service to students.

2.0 Board Action

2.1 **The approval of the** Board **of Trustees** ~~approval~~ is required prior to the following transactions:

2.1.1 Bid awards on facility construction projects above five hundred thousand dollars (\$500,000).

2.1.2 Hiring of tenure track academic employees and management employees;

2.1.3 Collective bargaining agreements;

2.1.4 Agreements settling lawsuits and claims in excess of Forty Thousand ~~and 00/100~~ Dollars (\$40,000 ~~00~~) (**The dollar amount for contract cases is those funds in excess of the amount owed under the original contract documents; the dollar amount for workers' compensation compromise and release agreements is the amount in addition to amounts already paid in the ongoing case as required by law**); and

2.1.5 Real property purchases.

2.2 The ratification of the Board of Trustees ratification is required for the following transactions:

2.2.1 Purchase of goods or services above the bid limit established in the Public Contract Code for which approval has not been previously obtained;

2.2.2 Real property leases.

2.2.3 Hiring of regular classified employees, long term temporary employees and non-tenure track academic employees.

2.2.4 All Other transactions as required by law. (Cal. Ed. Code, § 81655.)

3.0 Grant Awards

~~3.1 The primary purpose of external funds should be (1) to provide resources to move the District forward in its focused areas and/or (2) to provide incentives to improve teaching and provide better service to students.~~

~~3.2 When an application for funding has been approved or at such time that written confirmation has been received that an application for funding will be approved for a special program by a funding agent, Board of Trustees approval for implementation is required.~~

~~3.2.1 To expedite the implementation of contracts and grants received by the Los Rios District, authorization is given by the Board of Trustees to the Chancellor or designee to sign, on behalf of the Board of Trustees, any and all documents necessary for implementation.~~

~~3.2.2 The contracts and grants accepted by the Chancellor or designee on the Board's behalf will be submitted to the Board at the next regularly scheduled meeting for ratification.~~

~~3.2.3 The Chancellor or designee may approve annual continuation of the program without further Board action provided that no change occurs in the scope of the program and funding is provided.~~

~~3.2.4 The Chancellor or designee may approve any future augmentations, amendments, renewals, extensions, or other modifications to the contract or grant.~~

~~3.3 The Chancellor shall adopt regulations for grant applications and approvals.~~

34.0 Approval of Contracts and Grants

3.1 To expedite the implementation of contracts that require ratification by the Board of Trustees, the Board of Trustees authorizes the Chancellor, or designee, to sign, on behalf of the Board of Trustees, any and all documents necessary for implementation.

3.2 To expedite the implementation of all grants, the Board of Trustees authorizes the Chancellor, or designee, to sign, on behalf of the Board of Trustees, any and all documents necessary for implementation.

3.3 All (a) grants, and (b) all contracts accepted by the Chancellor, or designee, on the Board of Trustees' behalf that require ratification by the Board of Trustees, shall be submitted to the Board of Trustees at the next regularly scheduled meeting for ratification.

3.4 Where a grant has been approved or ratified by the Board of Trustees, the Chancellor, or designee, may approve annual continuation, augmentations, amendments, renewals, extensions, or other modifications to grant programs without further action by the Board of Trustees.

3.5 Where a contract has been approved or ratified by the Board of Trustees, the Chancellor, or designee, may approve any future augmentations, amendments, renewals, extensions, or other modifications to the contract without further Board action. However, the renewal or extension of all contracts over \$15,000 shall be submitted to the Board of Trustees for ratification.

4.0 Delegation of Authority

4.1 Authority for all other transactions is delegated to the Chancellor who may adopt regulations authorizing further delegation.

4.2 Delegation of authority pursuant to this policy and related regulation shall be specifically limited as set forth in the regulation. This is intentionally contrary to the general rule of broad and easy delegation set forth in ~~Board-District~~ Policy (P-4111), section 1.3.

4.3 The Chancellor, in consultation with the Board of Trustees President, may take an action that normally would require **the approval of the Board of Trustees approval** if expedited approval is critical. Such action shall be scheduled for ratification at the next regularly scheduled Board of Trustees meeting.

5.0 Administrative Regulations

5.1 The Chancellor shall develop administrative regulations to implement this policy.

Policy Adopted: 9/1/65 (Formerly P-4514)

Policy Revised: 11/15/70; 11/15/72; 5/15/74; 1/14/81; 6/16/82; 8/7/91; 2/4/98;
3/3/99; 1/15/03


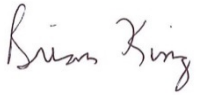
Policy Reviewed:

Adm. Regulation: R-8315 Draft 9/5/13

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Rejection of Bid #14011; Resolution No. 2013-11B: Authorization, Minimum Terms and Future Meetings for Sale of Surplus Property in Elk Grove	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item F	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King	ACTION	
		INFORMATION	

BACKGROUND:

Under Education Code Section 81360 and following, there are many steps required to sell District real property which will not be needed for school purposes. On July 10, 2013, the Board of Trustees approved the first step of the process to sell the property that it owns at 8440 Poppy Ridge Road, Elk Grove, California 95757 (further identified as Assessor Parcel Number 132-0290-015-0000). In that meeting, the Board authorized the extension of written and published offers to sell the Poppy Ridge parcel. At the October meeting, the Board authorized staff to move the sales process forward by setting a public meeting on November 4, 2013 to receive sealed bids and to allow overbidding at that meeting by responsive bidders. The November Board meeting was set as the time at which the Board may consider selling the Poppy Ridge Parcel or rejecting all bids.

STATUS:

At the November 4 meeting, the District received four bids. Due to a misunderstanding as to the minimum sales price, three of the bids were below the minimum price set by the Board. All four bidders expressed an interest in engaging in the overbid process, but due to the nature of the bids, the District was only able to declare one bid as responsive. Given that bidders expressed an interest in submitting bids in excess of the minimum sale price, it is the recommendation of Staff that the Board reject all bids and set a new bidding process to ensure the public receives fair value for this surplus property.

To set a new bidding process, the District must again declare its intention to sell the Poppy Ridge Parcel at a public meeting pursuant to Education Code Section 81365. This must be done by a resolution adopted by two-thirds (2/3) vote of the Trustees. The resolution must describe the property, and specify the minimum sale price, terms and commission that will be paid to any licensed real estate broker and provide for any related escrow fees. The resolution shall fix a time of not less than three weeks after the public meeting for a second public meeting, at which time sealed proposals to purchase the property will be received and considered. The resolution must be posted in the District and published in accordance with Education Code Section 81368.

Under Education Code Section 81372 the governing board by majority vote may adopt a rule delegating to an officer or employee of the district the authority to receive bids, open them, and declare the highest responsive bid.

RECOMMENDATION:

It is recommended that the Board of Trustees reject all bids received on November 4, 2013 for Bid #14011. It is further recommended that the Board approve the attached Resolution Number 2013-11B to authorize the Chancellor, or designee to take the next steps necessary to consummate sale of the Poppy Ridge Parcel, including; the appointment of the Chancellor or designee to receive sealed written bids on December 2, 2013 in the Board Room at 1919 Spanos Court, Sacramento, CA at 2:00 p.m., to allow for overbids as to the base price of the property, to declare the highest bidder, and to set the December 11, 2013 regular Board meeting as the time and place the Board will consider selling the Poppy Ridge Parcel or rejecting all bids.



LOS RIOS COMMUNITY COLLEGE DISTRICT

American River ▪ Cosumnes River ▪ Folsom Lake ▪ Sacramento City Colleges

RESOLUTION

№ 2013-11B

INTENT TO SELL THE POPPY RIDGE PARCEL PURSUANT TO EDUCATION CODE SECTION 81365

WHEREAS, the Los Rios Community College District is the owner of approximately 19.55 acres of real property located within the District more particularly described as 8440 Poppy Ridge Road, Elk Grove, CA 95757 and the legal description of which is attached hereto as Exhibit "A" (Poppy Ridge Parcel), and which was originally acquired for the construction of the Cosumnes River College-Elk Grove Center (Center); and

WHEREAS, the subsequent design of the freeway interchange at Whitelock Parkway made the Poppy Ridge Parcel less desirable for this purpose; and

WHEREAS, the District acquired another property for the Center; and

WHEREAS, the District now desires to sell its interest in the Poppy Ridge Parcel; and

WHEREAS, prior to any sale, the Poppy Ridge Parcel must be declared surplus and offered to specified entities pursuant to Education Code section 81363.5 and Government Code section 54222; and

WHEREAS, once the appropriate offers have been made, and the required time periods described in Education Code section 81363.5 and Government Code section 54222 have lapsed, and no offers have been received on the Poppy Ridge Parcel by the entities described in said sections, the District may sell the Poppy Ridge Parcel pursuant to Education Code section 81360 and following; and

WHEREAS, the Poppy Ridge Parcel was declared surplus, appropriate offers have been made, and the appropriate time periods described in Education Code section 81363.5 and Government Code section 54222 have lapsed, and no offers have been made on the Poppy Ridge Parcel by the entities described in said sections: Now, therefore,

BE IT RESOLVED, that we, the Los Rios Community College District Board of Trustees, hereby find, determine, resolve and declare its intention to sell the Poppy Ridge Parcel; and

BE IT FURTHER RESOLVED THAT the minimum acceptable terms of the sale are for a minimum sale price of \$3.5 million dollars (\$3,500,000.00), or the District's appraised value, or fair market value as determined by the Board,

whichever is greater (“Minimum Purchase Price”), subject to the following minimum terms and conditions which shall be more fully set forth in the Instructions to Bidders, Bid Form, and the District’s form of Option Agreement or Purchase and Sale Agreement (collectively “Bid Documents”):

- A. The buyer may submit a bid to acquire fee title to the Poppy Ridge Parcel at or above the Minimum Purchase Price upon the terms of the Purchase and Sale Agreement which include a thirty-day due diligence period followed by no more than 10 days to close escrow and acquire fee title to the Poppy Ridge Parcel. In addition to the Bid Security, within three (3) business days after the effective date of the Purchase and Sale Agreement, buyer must make a deposit of \$390,000.00 which, along with the Bid Security, becomes nonrefundable upon completion of buyer’s due diligence as specified in the Purchase and Sale Agreement; or

The buyer may submit a bid to acquire an option to purchase the Poppy Ridge Parcel at or above the Minimum Purchase Price for a maximum option period of three years upon the terms of the Option Agreement; however, any such option shall require the following terms and payments which shall be creditable to the purchase price:

1. Buyer shall have a thirty (30) day due diligence period.
 2. In addition to the Bid Security, within one (1) business day after the effective date of the Option Agreement, buyer must make a deposit of \$390,000.00 which, along with the Bid Security, becomes non-refundable upon the completion of the buyer’s due diligence as specified in the Option Agreement.
 3. Upon commencement of the second year of the option, buyer must make a deposit of \$200,000.00 which is non-refundable.
 4. Upon the commencement of the third year of the option, buyer must make a deposit of \$200,000.00 which is non-refundable.
 5. Buyer shall close on the purchase of the Poppy Ridge Parcel no later than ten days after buyer’s exercise of the option, but no later than the end of the third year of the option.
- B. All bids to acquire fee title to the Poppy Ridge Parcel (without an option) shall be compared to all bids to acquire an option. Any bid to acquire fee title to the Poppy Ridge Parcel (without an option) at any price above the Minimum Purchase Price shall be considered to be a higher bid than any bid to acquire an option at any price level.
 - C. The Poppy Ridge Parcel is being sold in an “As Is” “Where-Is” condition; buyer shall satisfy themselves as to the condition and nature of the Poppy Ridge Parcel and may not rely upon any representations from the District, its trustees, employees, agents, or volunteers.
 - D. The purchaser shall bear all costs associated with recording fees, documentary and other transfer taxes, title insurance premiums, and other escrow costs.
 - E. The purchase is subject to the District’s form of Option Agreement or Purchase and Sale Agreement any other terms that the District may approve prior to receipt of bids. Any such amendment or addition of terms shall be provided to all bidders via an addendum to the Bid Documents; and

BE IT FURTHER RESOLVED THAT the District shall pay a commission of 5% of the purchase price to Brown, Stevens, Elmore & Sparre as real estate brokers if they procure the successful buyer. If the buyer is not procured by Brown, Stevens, Elmore & Sparre, the District shall pay Brown, Stevens, Elmore & Sparre a commission of 2.5% of the purchase price. The District shall not pay any other real estate commission for the purchase or sale of the Poppy Ridge Parcel except as specifically authorized by contractual agreement with the District; and

BE IT FURTHER RESOLVED THAT the Board hereby delegates authority to the Chancellor or designee to issue the Bid Documents for this competitive bid process consistent with the terms and conditions set forth herein. The Chancellor or designee is further authorized to hold a public meeting at which sealed bids to purchase the Poppy Ridge Parcel shall be considered on the second day of December, 2013, in the Board Room at 1919 Spanos Court at 2:00 p.m., or as soon thereafter as the meeting may be held. At that meeting, all bids will be opened and declared aloud. All bids must be submitted on the forms provided by the District. The Bid Documents may be obtained from General Services, 1919 Spanos Court, Sacramento, CA 95825 during normal business hours. Any bidder, who requests changes to the Option Agreement or Purchase and Sale Agreement, must do so in writing in accordance with the requirements of the Bid Documents. Any District approved changes to the form of Option Agreement or Purchase and Sale Agreement shall be made available to all bidders in the form of an addendum in accordance with the process set forth in the Bid Documents. Unless otherwise agreed to by the District during the bid process, the bidders shall agree that the existing terms and conditions of the Option Agreement or Purchase and Sale Agreement shall be binding on the successful bidder subject to non-substantive changes to conform the Option Agreement or Purchase and Sale Agreement to the successful bid and execution by the District. After all bids have been opened, all persons who have submitted bids at or above the Minimum Purchase Price may submit written over bids in increments of at least \$50,000 as to the purchase price. The Overbid Process shall be set forth in detail in the Bid Documents; and

BE IT FURTHER RESOLVED THAT each bidder shall submit with its bid proposal a certified or cashier's check made payable to the Los Rios Community College District in the amount of Ten Thousand Dollars (\$10,000.00) as Bid Security for entering into the Option Agreement or Purchase and Sale Agreement. Bid Security deposited with the District on November 4, 2013 shall meet this requirement. The deposit of the successful bidder shall be retained by the District and applied towards the purchase price of the Poppy Ridge Parcel pursuant to the Option Agreement or Purchase and Sale Agreement. After execution of the Option Agreement or Purchase and Sale Agreement by a successful bidder, or thirty (30) days, whichever comes first, all other deposits will be returned. If the successful bidder fails to execute the Option Agreement or Purchase and Sale Agreement and provide all necessary documents within five (5) days of the bid award, the District may retain the Bid Security and sell the Poppy Ridge Parcel to the second highest bidder, reject all bids, call for new bids, or remove the property from sale, in the District's sole discretion; and

BE IT FURTHER RESOLVED THAT the Board hereby sets its regular Board Meeting the eleventh day of December, 2013, which will be held at 5:30 p.m. at Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825, as the time and place at which the Board will determine, in its discretion, whether to sell the Poppy Ridge Parcel to the highest responsible bidder or to reject all bids. The District

reserves its right to make non-substantive changes to the Option Agreement or Purchase and Sale Agreement. The successful bidder shall be required to execute the Option Agreement or Purchase and Sale Agreement as a prerequisite for final acceptance by the Board; and

BE IT FURTHER RESOLVED THAT the Board directs the Chancellor to post and publish this resolution as required by Education Code section 81368 and any other relevant statutes.

PASSED AND ADOPTED as Los Rios Community College District Resolution No 2013-11B this thirteenth day of November, 2013, by the following called vote:

AYES	NOES	ABSENT
------	------	--------

Pamela Haynes, Board President

Robert Jones, Vice President

Kay Albiani

Terry Cochran

Dustin Johnson

Deborah Ortiz

Attest:

Ruth Scribner

Brian King
Chancellor and Secretary to the Board

EXHIBIT "A"
LEGAL DESCRIPTION

At that portion of the Southeast one-quarter of the Northeast one-quarter of Section 11, Township 6 North, Range 5 East, M.D.B. & M., described as follows:

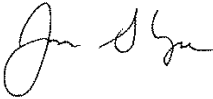
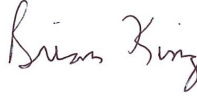
Beginning at Northwest corner of the Southeast one-quarter of the Northeast one-quarter of said Section 11 from which point of beginning of a 1-1/2 inch iron pipe monument tagged L.S. 2651 set to mark a point on the North line of said Section 11, said point being the Southeast corner of the parcel designated "L.W. Foster 215.788 Acres" on the Record of Survey entitled "Portion of Sections 2 & 3, T 6 N, R 5 E, M.D.B. & M.", recorded in the office of the Recorder of Sacramento County in Book 14 of Surveys, Map No. 44, bears the following (3) courses and distances; South 89°42'26" West 1317.35 feet North 00°01'10" East 1349.25 feet and South 89°58'04" West 968.19 feet; thence from said point of beginning along the North line of the Southeast one-quarter of the Northeast one-quarter of said Section 11 North 89°42'26" East 658.68 feet; thence South 00°17'32" East 1335.15 feet to a point on the one-quarter line dividing said Section 11 into North and South one-halves; thence along said one-quarter line South 89°17'44" West 656.60 feet to the Southwest corner of the Southeast one-quarter of the Northeast one-quarter of said Section 11; thence along the West line of the Southeast one-quarter of the Northeast one-quarter of said Section 11 North 00°12'02" East 1339.86 feet to the point of beginning.

APN: 132-0290-015

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	District Quarterly Financial Status Report (311Q)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item G	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

Pursuant to the provisions of AB 2910, Chapter 1486, Statutes of 1986, each quarter districts must report their financial condition on forms prescribed by the California Community Colleges Chancellor’s Office. This prescribed report (form CCFS-311Q) must be submitted to the Chancellor’s Office and to the County Superintendent of Schools within forty-five (45) days following the end of each quarter for the first three quarters. The fourth quarter report is due no later than August 31. The Chancellor’s Office staff will then review the prescribed quarterly reports and notify districts if further action is necessary.

STATUS:

In accordance with AB 2910, the Governing Board should review the enclosed prescribed report (CCFS-311Q) at a regularly scheduled meeting and enter the report as part of the minutes of the meeting. As required, the District’s Chief Executive Officer (Chancellor) and Chief Business Officer (Deputy Chancellor) have certified that the information for the quarter ended September 30, 2013 contained in this report is correct.

RECOMMENDATION:

It is recommended that the Board of Trustees receive the September 30, 2013 Quarterly Financial Status Report (CCFS-311Q) and the related financial statements and authorize staff to submit the prescribed report to the Chancellor’s Office and to the Sacramento County Office of Education.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2013-2014

District: (230) LOS RIOS

Quarter Ended: (Q1) Sep 30, 2013

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	275,293,051	250,715,233	258,910,910	270,217,581
A.2	Other Financing Sources (Object 8900)	832,871	7,567,602	6,544,836	4,841,238
A.3	Total Unrestricted Revenue (A.1 + A.2)	276,125,922	258,282,835	265,555,746	275,058,819
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	257,728,876	255,131,420	260,617,446	282,093,651
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	11,165,967	8,069,826	6,973,175	7,364,246
B.3	Total Unrestricted Expenditures (B.1 + B.2)	268,894,843	263,201,246	267,590,621	289,457,897
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	7,231,079	-4,918,411	-2,034,875	-14,399,078
D.	Fund Balance, Beginning	31,298,551	38,529,630	33,611,219	31,576,344
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	31,298,551	38,529,630	33,611,219	31,576,344
E.	Fund Balance, Ending (C. + D.2)	38,529,630	33,611,219	31,576,344	17,177,266
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.3%	12.8%	11.8%	5.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	56,547	52,626	50,380	50,380
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-2014
H.1	Cash, excluding borrowed funds		25,444,672	-1,070,313	28,018,901
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	-9,919,965	25,444,672	-1,070,313	28,018,901

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	270,217,581	270,217,581	62,802,435	23.2%
I.2	Other Financing Sources (Object 8900)	4,841,238	4,841,238	235,124	4.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	275,058,819	275,058,819	63,037,559	22.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	282,093,651	282,093,651	56,064,730	19.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,364,246	7,364,246	5,564,147	75.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	289,457,897	289,457,897	61,628,877	21.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-14,399,078	-14,399,078	1,408,682	
L.	Adjusted Fund Balance, Beginning	31,576,344	31,576,344	31,576,344	
L.1	Fund Balance, Ending (C. + L.2)	17,177,266	17,177,266	32,985,026	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.9%	5.9%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

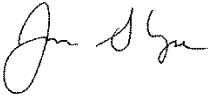

LOS RIOS COMMUNITY COLLEGE DISTRICT
GENERAL FUND
STATEMENT OF APPROPRIATIONS, REVENUE & EXPENDITURES
FOR THE QUARTER ENDED SEPTEMBER 30, 2013
UNAUDITED

	<u>Revised Budget</u>	<u>YTD Activity</u>
BEGINNING FUND BALANCE, JULY 1		
Uncommitted	\$ 13,444,670	\$ 13,444,670
Committed	18,131,674	18,131,674
Restricted	3,438,798	3,438,798
TOTAL BEGINNING FUND BALANCE	<u>35,015,142</u>	<u>35,015,142</u>
REVENUE:		
GENERAL PURPOSE		
0Ax Total Computational Revenue	251,271,747	59,310,917
0H2 Lottery Funds	6,417,584	-
Apprentice/Other General Purpose/Interfund Transfers	17,369,488	3,726,642
TOTAL GENERAL PURPOSE	<u>275,058,819</u>	<u>63,037,559</u>
SPECIAL PROGRAMS	<u>40,047,693</u>	<u>10,156,258</u>
TOTAL REVENUE AND TRANSFERS IN	<u>315,106,512</u>	<u>73,193,817</u>
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	<u>\$ 350,121,654</u>	<u>\$ 108,208,959</u>
APPROPRIATIONS/EXPENDITURES:		
1000 Academic Salaries	\$ 132,707,256	23,216,898
2000 Classified Salaries	70,974,575	15,242,440
3000 Employee Benefits	61,762,458	15,682,084
4000 Supplies and Materials	8,832,083	1,577,296
5000 Other Operating Expenses and Services	38,651,433	4,521,214
6000 Capital Outlay	9,867,707	1,050,435
7600 Payments to Students	25,000	4,695
Oth 7xxx Other Outgo	8,544,947	5,705,613
TOTAL APPROPRIATIONS/EXPENDITURES AND TRANSFERS OUT	<u>331,365,459</u>	<u>67,000,675</u>
ENDING FUND BALANCE		
Uncommitted	13,606,565	
Committed	3,570,701	
Restricted	1,578,929	
TOTAL ENDING FUND BALANCE	<u>18,756,195</u>	
TOTAL APPROPRIATIONS/EXPENDITURES AND ENDING FUND BALANCE	<u>\$ 350,121,654</u>	

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Los Rios Foundation Quarterly Investment Report	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item H	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

In fall 1998, the District and Foundation adopted a Master Agreement whereby the Foundation became an auxiliary organization of the District. All college foundation investment activities were then combined under the Los Rios Foundation. UBS Financial Services Inc. is the investment consultant for the Foundation.

As an auxiliary organization, the Foundation is not required to operate under GC 53600 investment restrictions. However, the Foundation Board has adopted a Statement of Rules, Objectives and Guidelines to govern the investment of funds. The funds should be invested with care, skill, prudence and diligence with the goal of producing returns equal to or exceeding prevailing standards among foundations of similar asset size, as well as for the protection of funds held in perpetual duration. The Statement defines the investment guidelines for specified asset classes, for endowed funds, as follows: equities, defined as common stock, convertible preferred stock, convertible bonds, and convertible stock, shall represent 15-70% of the total fund assets; fixed-income securities, defined as investments with maturities greater than one year that pay a fixed rate of return, shall represent 20-50% of the total fund assets; alternative investments, defined as fund-of-fund investments, shall represent up to 20% of the total fund assets and cash, defined as maturities shorter than one year, shall represent 2-10% of the total fund assets. In addition, the Statement provides guidelines for investing non-endowed funds based upon the purpose of the donation, horizon of time for the use of funds and the donor's investment risk tolerance. The three non-endowed portfolio funds available are cash management, fixed income and balanced funds.

STATUS:

This report represents the investment activity for the quarter ended September 30, 2013. The investments are directed by the Los Rios Foundation Finance Committee and realized and unrealized earnings are shown in the accompanying schedules. The yield for the quarter ended September 30, 2013 for the Foundation's managed portfolio of \$9.8 million is 4.09%. This compares to the composite benchmark of 3.35% for the same period. In accordance with generally accepted accounting principles, investments are restated to market value as of each fiscal year-end. In addition, a revised investment activity report for the year-ended June 30, 2013 is attached highlighting changes to a few of the managed accounts for which a restatement between unrealized and realized gains/losses has been made. The ending market value of those accounts did not change.

RECOMMENDATION:

It is recommended that the Board of Trustees receive the Foundation Quarterly Investment Report for the quarter ended September 30, 2013 and the revised Annual Investment Report for the year ended June 30, 2013.

Los Rios Foundation
Investment Portfolio
For the Period July 1, 2013 - September 30, 2013

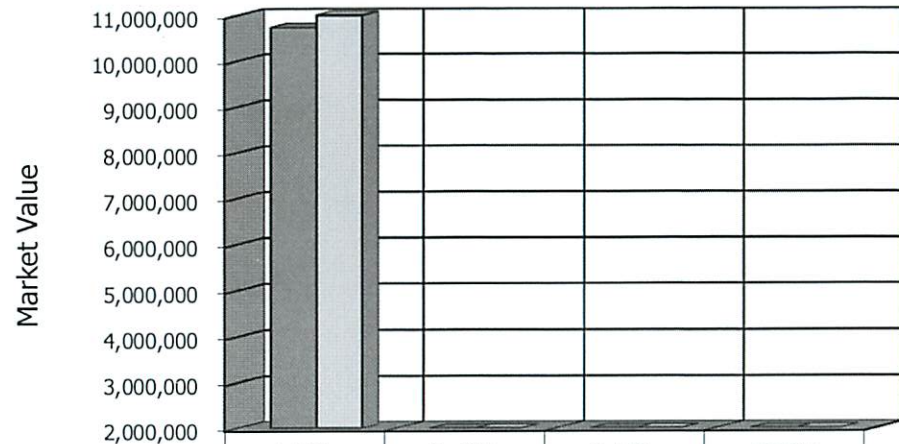
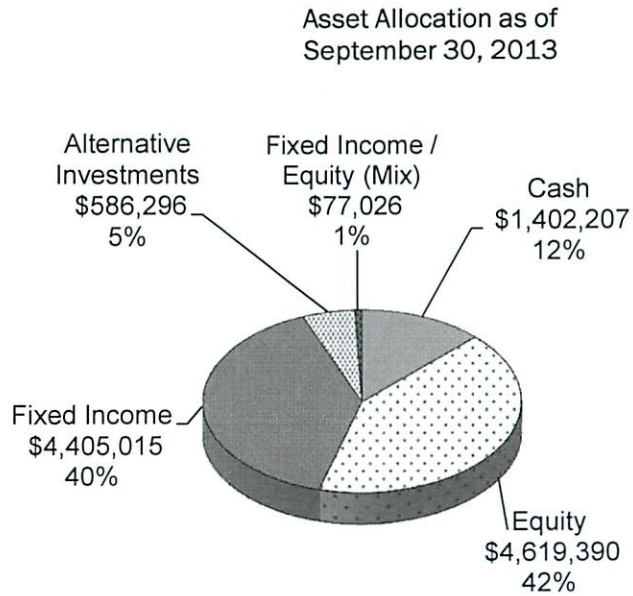
TOTAL PORTFOLIO	Guidelines	Opening Balance July 2013	Net Deposits/ Withdrawals	Unrealized Gains/(Losses)	Realized Gains/(Losses)	Interest / Dividends	Total YTD Earnings	YTD Fees	Market Value (a)	% of Total Current Market Value
Managed (Endowed):										
Cash (Gift Receipt & Scholarship)	2-10%	165,159	-	-	-	4	4	-	165,163	2%
Fixed Income										
Pimco*		1,117,033	-	6,726	(2,541)	8,005	12,190	(2,856)	1,126,367	17%
Spectrum		259,115	-	(14,858)	(33)	3,960	(10,931)	(638)	247,546	3%
Total Fixed Income	20-50%	1,376,148	-	(8,132)	(2,574)	11,965	1,259	(3,494)	1,373,913	20%
Equities										
Parametric Portfolio		2,168,062	-	123,287	2,466	12,924	138,677	(4,354)	2,302,385	34%
Snow (Brandes Investment Advisor)		608,902	-	24,093	21,491	2,598	48,182	(1,718)	655,366	10%
JP Morgan International (Alliance)		440,629	-	43,136	6,989	2,785	52,910	(1,199)	492,340	7%
Hansberger International		462,015	-	40,210	3,425	1,943	45,578	(1,366)	506,227	8%
Structured Note		176,357	-	7,600	-	876	8,476	-	184,833	3%
Brandes International Small Cap		129,401	-	17,194	-	168	17,362	(189)	146,574	2%
Brandes EM		298,321	-	26,204	4,611	3,603	34,418	(1,074)	331,665	5%
Total Equities	15-70%	4,283,687	-	281,724	38,982	24,897	345,603	(9,900)	4,619,390	69%
Alternative Investments										
Liquid Alternatives		545,798	-	6,365	(1,234)	1,336	6,467	(1,399)	550,866	8%
UBP		35,519	-	(89)	-	-	(89)	-	35,430	1%
Total Alternative Investments	up to 20%	581,317	-	6,276	(1,234)	1,336	6,378	(1,399)	586,296	9%
Total Managed (Endowed)										
		6,406,311	-	279,868	35,174	38,202	353,244	(14,793)	6,744,762	100%
Managed (Non-endowed):										
Madison Short Duration Fixed Income*		3,014,106	-	4,704	(6,830)	26,156	24,030	(7,034)	3,031,102	
Total Managed (Endowed & Non-endowed)										
		9,420,417	-	284,572	28,344	64,358	377,274	(21,827)	9,775,864	
Non-Endowed:										
Cash Management - Money Market										
		1,236,931	-	-	-	113	113	-	1,237,044	
Fixed Income - Equities (Mix)										
Cimaroli Charitable Remainder Trust		74,497	(1,278)	3,769	(14)	192	3,947	(140)	77,026	
Total Non-Endowed		1,311,428	(1,278)	3,769	(14)	305	4,060	(140)	1,314,070	
TOTAL PORTFOLIO										
		10,731,845	(1,278)	288,341	28,330	64,663	381,334	(21,967)	11,089,934	

(a) Market Value from UBS Financial Services, Inc. statement dated 9-30-13.

*Includes accrued interest

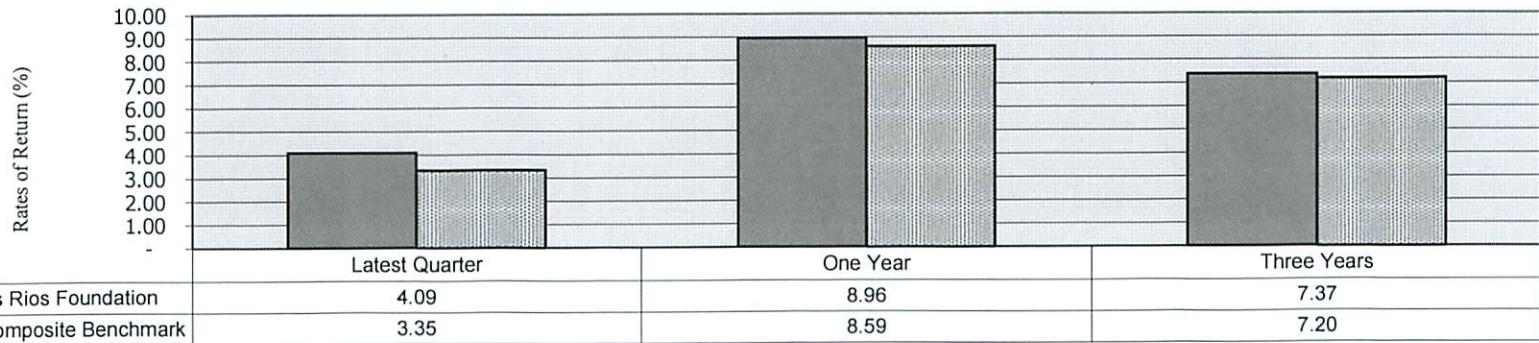
Los Rios Foundation
Account Summary
as of September 30, 2013

Portfolio Change July 2013 through September 2013



	1st Qtr 2013	2nd Qtr 2013	3rd Qtr 2014	4th Qtr 2014
July 2013 MV & FYTD Net Contributions	10,730,567	-	-	-
Ending Market Value	11,089,934	-	-	-

Performance Analysis as of September 30, 2013



*The definition of Los Rios Foundation Return is Managed Portfolio Net Time Weighted Returned which is net of fees.

**Provided by UBS Financial Services, Inc. Composite benchmark is composed of various market indices selected by UBS to approximate the Foundation's asset allocation.

Los Rios Foundation
Investment Portfolio
For the Period July 1, 2012 - June 30, 2013
(Revised)



TOTAL PORTFOLIO	Guidelines	Opening Balance July 2012	Net Deposits/ Withdrawals	Unrealized Gains/(Losses)	Realized Gains/(Losses)	Interest / Dividends	Total YTD Earnings	YTD Fees	Market Value (a)	% of Total Current Market Value
Managed (Endowed):										
Cash (Gift Receipt & Scholarship)	2-10%	1,528,158	(1,363,089)	(4,954)	4,927	116	89		165,158	3%
Fixed Income										
Pimco*		821,597	320,000	(58,443)	9,768	32,310	(16,365)	(8,199)	1,117,033	17%
Spectrum		219,843	30,000	(3,831)	1,105	13,955	11,229	(1,957)	259,115	4%
Total Fixed Income	20-50%	1,041,440	350,000	(62,274)	10,873	46,265	(5,136)	(10,156)	1,376,148	21%
Equities										
Parametric Portfolio		1,446,312	433,251	236,719	26,609	39,107	302,435	(13,936)	2,168,062	34%
Snow (Brandes Investment Advisor)		292,731	210,000	63,352	40,487	6,630	110,469	(4,298)	608,902	10%
JP Morgan International (Alliance)		378,409		51,157	1,564	14,374	67,095	(4,875)	440,629	7%
Hansberger International		365,721	45,000	36,114	10,996	8,848	55,958	(4,664)	462,015	7%
Structured Note			200,000	(25,600)		1,957	(23,643)		176,357	3%
Brandes International Small Cap		87,086	20,000	20,926	124	1,897	22,947	(632)	129,401	2%
Brandes EM		214,106	80,000	(9,693)	12,554	4,744	7,605	(3,390)	298,321	5%
Total Equities	15-70%	2,784,365	988,251	372,975	92,334	77,557	542,866	(31,795)	4,283,687	67%
Alternative Investments										
Liquid Alternatives			565,600	(19,702)	(9)	796	(18,915)	(887)	545,798	8%
UBP		464,922	(398,354)	(52,390)	21,338	3	(31,049)	-	35,519	1%
Total Alternative Investments	up to 20%	464,922	167,246	(72,092)	21,329	799	(49,964)	(887)	581,317	9%
Total Managed (Endowed)		5,818,885	142,408	233,655	129,463	124,737	487,855	(42,838)	6,406,310	100%
Managed (Non-endowed):										
Madison Short Duration Fixed Income*		1,990,291	1,050,000	(63,006)	(25,151)	82,989	(5,168)	(21,017)	3,014,106	
Total Managed (Endowed & Non-endowed)		7,809,176	1,192,408	170,649	104,312	207,726	482,687	(63,855)	9,420,416	
Non-Endowed:										
Cash Management - Money Market		2,114,765	(879,541)			1,707	1,707		1,236,931	
Fixed Income - Equities (Mix)										
Cimaroli Charitable Remainder Trust		71,021	(4,922)	5,978	(228)	3,197	8,947	(549)	74,497	
Total Non-Endowed		2,185,786	(884,463)	5,978	(228)	4,904	10,654	(549)	1,311,428	
TOTAL PORTFOLIO		9,994,962	307,945	176,627	104,084	212,630	493,341	(64,404)	10,731,844	

(a) Market Value from UBS Financial Services, Inc. statement dated 6-30-13.
*Includes accrued interest

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Ratify: Grants and Contracts Awarded	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item I	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Beverly Sandeen 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

During the period of October 1, 2013 and October 31, 2013, the District received executed agreements for the following grant and contract awards:

Title, Description, Term, Project Administrator	College/Unit	Amount	Source
Enrollment Growth ADN RN Program <ul style="list-style-type: none"> • Renewal funds to support Nursing Program instruction. • 7/1/2013 through 6/30/2014 • Administrator: Steven Boyd, Dean, Health and Education 	ARC	\$238,100	CCCCO
Enrollment Growth ADN RN Program <ul style="list-style-type: none"> • Renewal funds to support Nursing Program instruction. • 7/1/2013 through 6/30/2014 • Administrator: Jim Collins, Dean, Science and Allied Health 	SCC	\$161,150	CCCCO
MESA – Fund for Student Success <ul style="list-style-type: none"> • Renewal funds to support the MESA program. • 7/1/2013 through 6/30/2014 • Administrator: Anne Licciardi, Dean, Mathematics, Statistics, and Engineering 	SCC	\$50,500	CCCCO
MESA – Fund for Student Success <ul style="list-style-type: none"> • Renewal funds to support the MESA program. • 7/1/2013 through 6/30/2014 • Administrator: Robert Montañez, Dean, Science, Math, and Engineering 	CRC	\$50,500	CCCCO
Community Lactation Assistance Project <ul style="list-style-type: none"> • Renewal funds to provide a course on lactation for First Five. • 7/1/2013 through 6/30/2014 • Administrator: Steven Boyd, Dean, Health and Education 	ARC	\$3,322	First Five Sacramento Commission

<p>CA Early Childhood Mentor Program</p> <ul style="list-style-type: none"> • Renewal funds to provide stipends and professional development support to aspiring ECE teachers or administrators. • 8/1/2013 through 6/30/2014 • Administrator: Monica Pactol, Dean of Instruction 	FLC	\$650	Chabot-Las Positas CCD
<p>CA Early Childhood Mentor Program</p> <ul style="list-style-type: none"> • Renewal funds to provide stipends and professional development support to aspiring ECE teachers or administrators. • 8/1/2013 through 6/30/2014 • Administrator: Frank Malaret, Dean, Behavioral and Social Sciences 	SCC	\$650	Chabot-Las Positas CCD
<p>Center of Excellence – Technical Assistance Provider (North/Far North)</p> <ul style="list-style-type: none"> • Funds to provide labor market analysis and research to the North/Far North region • 7/19/2013 through 6/30/2014 • Administrator: Walter DiMantova, Director, Workforce and Economic Development Center 	WED	\$148,000	CCCCO
<p>Center of Excellence – Technical Assistance Provider (South Central Coast)</p> <ul style="list-style-type: none"> • Funds to provide labor market analysis and research to the South Central Coast region • 7/19/2013 through 6/30/2014 • Administrator: Walter DiMantova, Director, Workforce and Economic Development Center 	WED	\$148,000	CCCCO
<p>TAFY Health and Wellness Project</p> <ul style="list-style-type: none"> • Funds to provide health and wellness training to transitional foster youth. • 7/15/2013 through 6/15/2014 • Administrator: Steven Boyd, Dean, Health and Education 	ARC	\$15,000	Foundation for CA Community Colleges
<p>Intel-NSF-Georgia Tech Information Security Center Micro Grant</p> <ul style="list-style-type: none"> • Funds to enhance information security course content. • 10/1/2013 through 6/30/2014 • Administrator: Lance Parks, Interim Dean, Business and Family Science 	CRC	\$4,000	Georgia Tech Information Security Center
<p>SBA - Small Business Development Center</p> <ul style="list-style-type: none"> • Renewal funds to support the Small Business Development Center • 1/1/2013 through 12/31/2013 • Administrator: Walter DiMantova, Director, Workforce and Economic Development 	WED	\$240,771	Small Business Administration

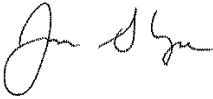
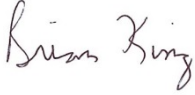
RECOMMENDATION:

It is recommended that the Board of Trustees ratify the grant and contract awards listed herein, pursuant to Board Policy 8315.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Disposition of Surplus Equipment	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item J	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

The Education Code regulates the procedures by which a community college district can dispose of real and personal property. Education Code § 81452 provides that the governing board may, by unanimous vote, dispose of items valued at \$5,000 or less by private sale without advertising or selling the items at public auction. The District has previously held auctions, which have generally cost more than they have netted. In 1998, the District began transferring such surplus items to the State of California since the cost to store and sell such surplus items is greater than potential revenues.

STATUS:

The District has a quantity of surplus material, such as outdated desks and computers, which need to be disposed of. The State of California has accepted some of the surplus items, but is not willing to take the entire surplus because they are unable to sell it. The District has located a scrap dealer who is willing to take most of our surplus items and recycle them.

All of the surplus items to be disposed of are either broken and/or not working, obsolete, in poor condition, or not needed for district/college operations: 1 blackboard; 1 bookshelf; 1 bulletin board; 10 cabinets; 22 chairs; 130 computers; 1 couch; 4 desks; 25 keyboards; 6 laptops; 19 monitors; and 3 printers. These items have a value of less than \$5,000.00.

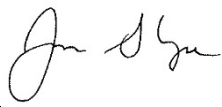

RECOMMENDATION:

It is recommended that the Board of Trustees approve the disposal of the listed items per Education Code § 81452.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Purchase Orders, Warrants and Checks	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item K	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

A listing of purchase orders, warrants and checks issued during the period of September 16, 2013 through October 15, 2013 is on file in the District Business Services Office for review.

RECOMMENDATION:

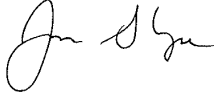

It is recommended that the Board of Trustees approve the numbered purchase orders, warrants and checks that are reflected on the attached schedule.

PURCHASE ORDERS		
General Fund	0001073408-0001073802 B114617-B114649	\$ 1,683,874.38
Capital Outlay Fund	0003015195-0003015270 B314000-B314001	
Child Development Fund	0006000731-0006000733	
Self-Insurance Fund	-	
WARRANTS		
General Fund	682246-688015	\$ 10,637,485.60
General Fund-ARC Instructional Related	003170-003291	
General Fund-CRC Instructional Related	021073-021115	
General Fund-FLC Instructional Related	030351-030363	
General Fund-SCC Instructional Related	042427-042567	
Capital Outlay Fund	827746-827910	
Child Development Fund	953853-953864	
Self-Insurance Fund	976140-976145	
Payroll Warrants	197708-199696	\$ 15,962,432.00
Payroll-Direct Deposit	645661-649631	
October Leave Process	199697-201144	
Payroll Vendor Warrants	55097-55267	
CHECKS		
Financial Aid Disbursements	1948624-1954310	\$ 6,673,602.27
Bookstore Fund – ARC	27286-27446	\$ 1,726,301.52
Bookstore Fund – CRC	024947-025032	
Bookstore Fund – FLC	8085-8131	
Bookstore Fund – SCC	045932-046065	
Student Clubs Agency Fund – ARC	4037-4098	\$ 133,201.73
Student Clubs Agency Fund – CRC	3080-3119	
Student Clubs Agency Fund – FLC	1618-1649	
Student Clubs Agency Fund – SCC	2602-2636	
Foundation – ARC	3675-3703	\$ 80,194.73
Foundation – CRC	1607-1649	
Foundation – FLC	0662-0691	
Foundation – SCC	2662-2683	
Foundation – DO	0488-0494	
Associated Students Trust Fund – ARC	-	\$ 6,138.47
Associated Students Trust Fund – CRC	0540-0546	
Associated Students Trust Fund – FLC	0437-0445	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	1484-1571 9092-9095 (manual checks)	\$ 484,364.62

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	2013-14 Sabbaticals/Professional Development Leaves	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item L	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

The agreement with the Los Rios College Federation of Teachers (LRCFT) provides that at least ten (10) Type A sabbaticals and 2.1 FTE of Type B professional development leaves be granted each year. Type A leaves are leaves of one semester at full pay or one year at half pay. Type B leaves are reassigned time for up to 100% and for up to one year in duration.

The agreement with the LRCFT permits the Professional Standards Committee at each college to recommend the conversion of one or more Type A sabbaticals into equivalent FTE of Type B leaves.

Sabbatical/professional development leave recommendations are presented to the Board in April and November of each year.

The criteria for leaves, as stated in the LRCFT agreement are as follows:

1. Retraining of applicant to allow for future new assignment(s) in a needed area as determined by College and District priorities.
2. Studies, projects or activities that provide staff with opportunities to upgrade academic, technical, and vocational skills and knowledge for current or future assignments.
3. Studies, projects, or activities for the improvement of curriculum, educational delivery systems, student personnel services, or other support services.
4. Studies, projects, or activities for development or revision of certificate or degree programs.
5. Studies, projects, or activities related to feasibility or revision of new or existing programs.
6. Studies, projects, or activities for the enhancement of student access and success at the course, program or institutional levels.

RECOMMENDATION:

It is recommended that the attached sabbatical/professional development leaves be approved by the Board of Trustees for the 2013-14 year.

American River College

Type A Leaves: Zero (0) Type A Leaves requested
 One (1) Type A Leave converted to .5 Type B Leave

Type B Leaves: 0.917 Type B Leaves requested

Type A Leave Time

Four (4) Type A Leaves unused during 2013/14

One (1) FTE Type A Leave to be carried forward to 2014/15 (per LRCFT Section
11.6.8.5)

Type B Leave Time

Annual FTE

Gary Aguilar Design Technology Professor 33.3% Spring 2014 .167 FTE
“Architectural Design Theory and Software Applications – Phase II”

Proposal: Phase II of this project is a continuation of the professional development project awarded for fall 2013. The spring 2014 portion of the project contains many of the same objectives as the previous phase but will focus on design and the use of Building Information Modeling (BIM) to commercial and structural applications. Specifically, it will study design and BIM in relation to office buildings, warehouses, and retail centers.

Benjamin Etgen Mathematics Professor 40% Spring 2014 .200 FTE
“Open Education Resources for Math 32”

Proposal: The purpose of this proposal is to create an open source (OS) online education resource (OER) complementing Professor Milano’s open source Pre-Algebra (Math 32) book using MyOpenMath (MOM). MOM is a free, open source platform for mathematics courses. The project will consist of: 1) algorithmically generally homework problems aligned to the book, 2) forums for students to ask and answer questions about the book, homework and videos, 3) Kahn Academy videos and others that align with the book, 4) links to pdfs of the book and section, and 5) contact information that allows instructors and students to contact me with concerns.

Gary Herrlinger Design Technology Professor 50% Spring 2014 .250 FTE
“Integrated Articulation System”

Proposal: The project proposal is to develop a system master plan, integrated through technology, allowing high school students to receive college transcript credit (units) for formally articulated coursework. High school faculty will be given complete course outlines, workbooks and instructional information, allowing flexibility to incorporate into their curriculum and/or program. The master plan will be developed around the Design and Engineering Technology programs, as a prototype case study, but will be structured as a template for any technical academic program.

Rory Kinoshita Mathematics Professor 60% Spring 2014 .300 FTE
“Arithmetic ‘Open Source’ Textbook”

Proposal: The purpose of this proposal is to written an “open source” textbook for Math 25 – Computational Arithmetic. This book would be free to students who would like to download it and it would be available to faculty to adapt and use in their classes for free as well. The book will not be commercially published and no money would be made. In preparation for writing, the professor will meet with other faculty with experience teaching Math 25 to gather suggestions on how they might like to see topics covered. The appendix would also include some topics from Pre-Algebra for students who wish to prepare for their next semester’s class during the semester break. There would also be college success topics built into the book for students who need some extra study skill help.

.299 FTE Type B Leave unused during 2013/14

.299 FTE Type B Leave to be carried forward to 2014/15 (per LRCFT Section 11.6.8.5)

Cosumnes River College

**Type A Leaves: Zero (0) Type A Leave requested
 One (1) Type A Leave converted to .5 Type B Leave**

Type B Leaves: .850 Type B Leaves requested

Type A Leave Time

**One (1) Type A Leave unused during 2013/14
.5 FTE of Type A Leave to be carried forward to 2014/15 (per LRCFT Section
11.6.8.5)**

Type B Leave Time

Annual FTE

Kale Braden	Theatre Arts Professor	20%	Spring 2014	.100 FTE
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“Converting TA-306 into an online section”

Proposal: Theatre Arts 306 Diversity and Drama fulfills CRC GE I & IV, CSU GE C & D, IGETC GE 3A and 4. It has been approved to be offered online for many years but there never has seemed to be enough time to convert the lectures, discussions, and other instructional materials into an effective and pedagogically sound online offering.

Amanda Paskey	Anthropology Professor	40%	Spring 2014	.200 FTE
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“Curriculum Handbook and Other Curriculum Resources”

Proposal: This proposal is to compile and complete curriculum resources for the faculty and campus at large. The main resource that would be completed is the Curriculum Handbook, which has been a goal of the Curriculum Committee for at least 7 years. In addition, other curriculum guides, primarily for faculty, such as a Socrates User Guide would be created to help demystify curriculum updating and help keep us in compliance with educational and legal standards.

Camille Moreno	Mathematics Professor	40%	Spring 2014	.200 FTE
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“Expansion of Math Boot Camp”

Proposal: This proposal supports the expansion of the Math Boot Camp course. This course is beneficial to a majority of our students (re-entry, multiple attempts at a math class, first time college students, basic skills) and has received positive feedback from virtually all participating students. The increase skills, knowledge, confidence, and motivation these students gain from the Math Boot Camp is remarkable, establishing a solid foundation for success in math. This proposal supports the scaling up and growth of the Math Boot Camp to include additional sections, resource manuals, faculty training, and coordination to manage multiple sections.

Margaret Anne Woodcock Art Professor 50% Spring 2014 .250 FTE
“Current Trends in Gallery/Museum Exhibition Selection, Display, and Enhancement of Public Participation”

Proposal: Research and analyze published materials related to gallery management and display to gain a theoretical understanding of current trends. In conjunction, interview gallery/museum directors, exhibition installers and/or marketing staff at private, public and non-profit spaces to gain an understanding of the practical application, mutations and/or variations of those trends especially as it relates to enhanced public participation in gallery visitations. Conduct an assessment of the findings and how they relate to teaching gallery management and managing the new CRC art gallery.

Georgine Hodgkinson Communication Studies 20% Spring .100 FTE
Professor 2014

“Motivating Debate Students: Coursework and curriculum design that supports students, Earth Week & OneBook Efforts”

This proposal serves multiple purposes: First, it is an opportunity for me to strengthen my academic background in coaching techniques-curriculum relevant to my work with students enrolled in Communication Studies 311: Argumentation and Debate. Second, this proposal supports OneBook efforts through strategic curriculum design which links in-class work to the larger campus community. Third, this proposal supports Earth Week efforts by facilitating public student debates on food related topics during the third week of April.

.197 FTE Type B Leave unused during 2013/14

.197 FTE Type B Leave to be carried forward to 2014/15 (per LRCFT Section 11.6.8.5)

.100 FTE approved but unused Type B Leave from Fall 2013 to be carried over and used in Fall 2014

Folsom Lake College

Type A Leaves: One (1) Type A Leave requested

Type B Leaves: .200 Type B Leave requested

Type A Leave Time

Annual FTE

Lisa Daly Early Childhood Education Professor 100% Spring 2014 .500 FTE
“Using Innovative Teaching Strategies for Bringing Child Development Theories to Life”
My sabbatical proposal is twofold: (1) identifying innovative teaching strategies for making child development theories visible to students and (2) investigating children’s schemas (repeating patterns in children’s play) in order to develop effective learning strategies that give students a solid foundation of understanding how to support children’s learning.

Zero (0) FTE Type A Leave unused during 2013/14

Zero (0) FTE Type A Leave to be carried forward to 2014/15 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

Philip Angove Visual & Performing Arts Professor 20% Spring 2014 .100 FTE
“Afro-Cuban Music Research”
I will be researching and studying Afro-Cuban music traditions with a particular emphasis on the performance techniques of West-African and Cuban percussion traditions.

.155 FTE Type B Leave unused during 2013/14

.155 FTE Type B Leave to be carried forward to 2014/15 (per LRCFT Section 11.6.8.5)

Sacramento City College

Type A Leaves: Zero (0) Type A Leaves requested

Type B Leaves: Zero (0) Type B Leaves requested

Type A Leave Time

Zero (0) Type A Leave unused during 2013/14

Zero (0) Type A Leave to be carried forward to 2014/15

Type B Leave Time

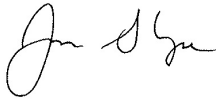
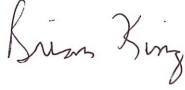
.008 FTE Type B Leave unused during 2013/14

**.008 FTE Type B Leave to be carried forward to 2014/15 (per LRCFT Section
11.6.8.5)**

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Regular Human Resources Transactions	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item M	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Human Resources transactions on the attached pages.

M A N A G E M E N T

PROMOTION / TRANSFER(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Cosumnes River College</u>	
Chavez, Augustine	Interim Director, Administrative Services From College IT Systems Supervisor	11/01/13 – 03/31/14
Nye, Jamey	Associate Vice President, Instruction and Student Learning From Dean, Business and Family Science	11/14/13

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Cosumnes River College</u>	
McReynolds, Virginia (After 22 years of service)	Dean of Humanities and Social Science	06/14/14

FACULTY

APPOINTMENT TO CATEGORICALLY FUNDED TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Garcia, Louie G. (M.B.A., University of Phoenix)	Pre-Apprenticeship Associate Professor (L.T.T.)	08/22/13 – 12/19/13

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
	<u>American River College</u>		
Garner, Cheri L.	Nursing Professor	Medical	10/08/13 – 10/15/13
McGinley, Jewell R.	Counselor	Medical	10/07/13 – 03/07/14
	<u>Folsom Lake College</u>		
Watson, Bethany R.	Mathematics Professor	Personal (35.8%)	08/22/13 – 12/19/13
	<u>Sacramento City College</u>		
Mitchel, Theodore K.	Accounting Assistant Professor	Personal (20%)	01/16/14 – 05/21/14

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Fountain, Pauline A. (After 25 years of service)	Reading Professor	05/22/14
	<u>Sacramento City College</u>	
Chape, Elizabeth A. (After 20 years of service)	Physical Therapy Assistant Professor (60%) / Physical Therapy Assistant Coordinator (40%)	07/01/14
Joy, Anna L. (After 26 years of service)	English Professor	05/22/14
Somadhi, Kakwasi (After 22 years of service)	Learning Skills / Tutorial Coordinator	07/01/14

FACULTY

2013 – 2014 SABBATICAL AND PROFESSIONAL DEVELOPMENT LEAVE(S) - REVISIONS

The following is a revision from the 2013-14 Sabbatical and Professional Development Leaves approved by the Board of Trustees on April 10, 2013.

Cosumnes River CollegeType B Leave Time

The requested leave has been revised for the following faculty member.

<u>Name</u>	<u>Subject/Position</u>	<u>Semester</u>	<u>FTE</u>
Duffy, Marjorie B.	Computer Information Science Professor	Fall 2014 From Fall 2013	.200

**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bazos,Andreas L.	Mathematics, General	25 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Diller,Shane	Administration of Justice	1 %

**TEMPORARY, PART-TIME EMPLOYEES Fall 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Alkhayat,Hanadi	Physical Education	22 %
Amundsen,Pamela A	Sign Language	3 %
Boal,Keith F.	Counselor	4 %
Brooks,Jacqueline D.	Sociology	8 %
Byrd,Steven D.	Welding Technology	50 %
Davtian,Anna	Counselor	14 %
Ezenwa,Emmanuel C	Welding Technology	45 %
Funk,Chad L.	Job Seeking/Changing Skills	7 %
Gaynor,Carolyn R.	Administration of Justice	0 %
Griffin,Robert C.	Job Seeking/Changing Skills	7 %
Guadalupe,Krishna L.	Sociology	12 %
Heinze,Sakre D.	Nursing	20 %
Jackson,Latoya M.	Speech Communication	20 %
Majhail,Radhika	Business and Commerce, General	20 %
Popken,David K	Automotive Collision Repair	5 %
Rood,Blake	Counselor	12 %
Ruckels,Melynda S.	Nursing	29 %
Sakakihara,Paul	Counselor	8 %
Seyfried,James S.	Natural Resources	20 %
West Oyedele,Erica V.	Sign Language	53 %
Whitt,David	Fire Technology	3 %
Williams,Michelle D.	Economics	40 %

**TEMPORARY, PART-TIME EMPLOYEES Fall 2013
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Amer,M. Rosalie C.	Librarian	7 %
Biel,Ruth A.	Software Applications	13 %
Brown,Shelley J.	Librarian	11 %
Buchanan-Cello,Shelly A.	Librarian	24 %
Dunn,Cynthia Y.	Business and Commerce, General	20 %
Galloway,Kimberly A.	Librarian	18 %
Ghuman,Maninder K.	Librarian	23 %
Gordon,Henry P.	Librarian	33 %
Hall,Celia F.	Librarian	33 %
Jordan,Jessica H.	English	20 %

FTE appearing as 0% for the current or upcoming semester is pending determination of assignment / load. FTE in previous semesters will appear as 1% for assignments between 0% and 1%. * =New Employee **=Returning Employee

Employees hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123 will be identified as follows: A1;A3;A4;B1;B2;B3;B4=Experience / Education | A2 = Education | A5;B5 = Experience

**TEMPORARY, PART-TIME EMPLOYEES Fall 2013
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Kyubwa,Delphin B.	Information Technology, General	10 %
Lopez,Veronica	Nutrition, Foods, and Culinary Arts	20 %
Moore,Thomas G	Software Applications	27 %
Perkins-Moore,Deirdre	Computer Networking	24 %
** (A5) Quinn,Linda C.	English	9 %
** (A5) Quinn,Linda C.	Reading	20 %
Shewmaker,George S.	Automotive Technology	39 %
Steensland,Mark H.	Film Studies	20 %

**TEMPORARY, PART-TIME EMPLOYEES Fall 2013
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Beese,Michelle A.	Counselor	13 %
Roberge,Andrea M.	Counselor	35 %
Wong,Calvin J	Coordinator	19 %

**TEMPORARY, PART-TIME EMPLOYEES Fall 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A5) Bican,William L.	Information Technology, General	53 %
Bryant,Paul R.	Information Technology, General	18 %
** (B2) Chapek,Carl W.	Information Technology, General	23 %
Farias,Imelda	Counselor	1 %
Garcia,Anna E.	English	1 %
Haven,Edward F.	Classics-Humanities	20 %
Jones,Evan A.	English	1 %
Navarro,Araceli	Nursing	56 %
Pettler,Janelle S.	Information Technology, General	23 %
Pettler,Janelle S.	Software Applications	7 %
** (B5) Rood,Harold D.	Music	14 %
Rued,Phillip H	Aeronautical & Aviation Technology	42 %
Tanner,Judith L.	Child Development/Early Care and Educatio	7 %
Tariverdi,Samira	Arabic	27 %
Theiss,William Francis	Information Technology, General	12 %
Turck,Wanda A.	Cosmetology and Barbering	52 %
Waggoner,Carolyn A	English	40 %
Watson-Perez,Heather L.	English	1 %
Watters,Patricia	Occupational Therapy Technology	26 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Badilla,Araceli	Coordinator	1 %
Bevens,Megan D.	Counselor	7 %
Case,Lynda R.	English	13 %
Engler,Denise M.	Reading	30 %
Garcia,Ines M.	Spanish	8 %
Goold,Grant B.	Paramedic	20 %
Howe,Susan R.	English	40 %

FTE appearing as 0% for the current or upcoming semester is pending determination of assignment / load. FTE in previous semesters will appear as 1% for assignments between 0% and 1%. * =New Employee ** =Returning Employee

Employees hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123 will be identified as follows: A1;A3;A4;B1;B2;B3;B4=Experience / Education | A2 = Education | A5;B5 = Experience

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Joe, Don I.	Automotive Collision Repair	17 %
Lee, Dennis J.	English	27 %
Miller, Bonnie	Counselor	4 %
Ryther, Christopher T.	Emergency Medical Services	30 %
Schuster, Randall O.	Drafting Technology	33 %
** (A1) Stokes, Clarence C.	Software Applications	45 %
Zarzana, Linda	Chemistry, General	20 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2013
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Mathis, Jaqueline S.	Academic Guidance	10 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2013
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Hodge, Jessica J.	Other Interdisciplinary Studies	5 %
Holzberg, Steven P.	Other Interdisciplinary Studies	5 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Cypret, Phillip B.	Aeronautical & Aviation Technology	25 %
Gilbert-Valencia, Daniel H.	Academic Guidance	3 %
Janssen, Kristine M.	Counselor	1 %
Ocegueda, Danette R.	Dental Hygienist	4 %

FTE appearing as 0% for the current or upcoming semester is pending determination of assignment / load. FTE in previous semesters will appear as 1% for assignments between 0% and 1%. * = New Employee ** = Returning Employee

Employees hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123 will be identified as follows: A1;A3;A4;B1;B2;B3;B4=Experience / Education | A2 = Education | A5;B5 = Experience

C L A S S I F I E D

APPOINTMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Adger, Valerie S.	Clerk III, 10 months	ARC	10/28/13
Culian, Carol E.	Instructional Assistant-Mathematics 9 months, 40%	ARC	10/21/13
Jason, Catherine E.	Administrative Assistant I	Ethan	10/17/13
Kauw, Carmelita	Information Technology Analyst I- Business Analyst	DO	11/01/13
Muzinich, Michael R.	Data Communication Security Specialist, Step 3	DO	11/01/13
Romo, Jose J.	Groundskeeper	FM	11/01/13
Shannon, Holly A.	Payroll Clerk I	DO	10/21/13

PROMOTION(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bittner, Michael J.	Educational Media Design Specialist, 12 months (Instructional Assistant-Communication, Visual and Performing Arts, 9 months	CRC CRC)	10/14/13
Fong, UT K.	Information Technology Analyst I- Business Analyst (Programmer II	DO DO)	10/07/13
Higashino, Gail A.	Administrative Assistant I (Clerk III, 75%	ARC CRC)	10/28/13
Lampano, Jinky-Jay S.J.	College Police Sergeant (Campus Police Officer	SCC SCC)	10/28/13
Murphy, Benjamin G.	College Police Sergeant (College Police Officer	FLC FLC)	10/25/13

REASSIGNMENT(S)/ TRANSFER(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Lukawski, Ana J.	Administrative Assistant I (Confidential Administrative Assistant II	ARC DO)	10/29/13

CLASSIFIED

LEAVE(S) OF ABSENCE				
<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
ID# 0302402	District Office	Unpaid	DO	01/06/14-01/10/14
Davtian, Anna	Student Personnel Assistant-Counseling	Personal, 16.3%	CRC	10/14/13-10/18/13 Revised
Davtian, Anna	Student Personnel Assistant-Counseling	Personal, 20%	CRC	10/21/13-11/01/13
Bowman, Peter J.	Grounds Supervisor	Long-term Health, 100%	FM	11/13/13-01/31/14

PLACEMENT ON 39-MONTH RE-EMPLOYMENT LIST				
<u>Name</u>	<u>Position</u>		<u>Assigned to</u>	<u>Effective Date(s)</u>
Bates, Raymond J.	Custodian		SCC	10/31/13
Yagen, Paul E.	College Police Officer		CRC	10/15/13

RESIGNATION(S)				
<u>Name</u>	<u>Position</u>		<u>Assigned to</u>	<u>Effective Date(s)</u>
Casterline-Burrow, Linda M.	Food Services Assistant I, 9 months, 87.5%		ARC	10/31/13
Primak, Olya	Financial Aid Officer		ARC	11/09/13
O'Maicin, Lisa D.	Counseling Clerk I		ARC	11/09/13
Robertson, Marcellus	Groundskeeper		FM	10/23/13

RETIREMENT(S)				
<u>Name</u>	<u>Position</u>		<u>Assigned to</u>	<u>Effective Date(s)</u>
Linscott, Melinda M.	Student Personnel Assistant-Extended Opportunity Programs & Services, 70% (After 26+ years of service)		ARC	01/11/14
Outlaw, Harry E.	Custodian (After 39+ years of service)		SCC	12/31/13

Temporary Classified Employees Education Code 88003 (Per AB 500) <i>The individuals listed below are generally working in short term, intermittent or interim assignments during the time frame designated,</i>

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Arghandiwal, Maryam	Special Projects	10/01/2013	06/30/2014
Arushanova, Nailya N.	Instructional Assistant	10/03/2013	06/30/2014
Azevedo, Elizabeth A.	Student Personnel Assistant	10/01/2013	06/30/2014
Bartley, Erin L.	Athletic Trainer	10/01/2013	06/30/2014
Calabretta, Jonathan M.	Student Personnel Assistant	09/26/2013	06/30/2014
Calmelat, Brenda J.	Special Projects	10/18/2013	06/30/2014
Conom, Christa E.	Specialty Coach	09/16/2013	06/30/2014
Ireland, Charne L.	Special Projects	09/18/2013	06/30/2014
Kardos, Christina R.	Special Projects	10/01/2013	06/30/2014
Lilley, Michael J.	Special Projects	10/03/2013	06/30/2014
Little, Halley S.	Library/Media Tech Assistant	09/30/2013	06/30/2014
Ney, Sopisty C.	Special Projects	10/16/2013	06/30/2014
Ondricka, Kelly E.	Clerk II	10/11/2013	06/30/2014
Shintaku, Brandon E	Library/Media Tech Assistant	10/07/2013	06/30/2014
Winfield, Corey D.	Account Clerk I	10/22/2013	06/30/2014
Ziroyan, Robert	Instructional Assistant	10/29/2013	06/30/2014
<u>Cosumnes River College</u>			
Carder, Paul G.	Instructional Assistant	08/24/2013	06/30/2014
Clark, Deedria L	Game Timer	08/17/2013	06/30/2014
Clark-Lamb, Dawn J.	Game Timer	10/09/2013	06/30/2014
Cunningham, John D.	Special Projects	08/24/2013	06/30/2014
Figueroa, Denize	Admissions/Records Clerk I	10/01/2013	06/30/2014
Franco, Emma A.	Game Timer	10/01/2013	06/30/2014
Hough, Alex M.	Game Timer	10/01/2013	06/30/2014
Lee, Ka P	Financial Aid Clerk II	10/01/2013	06/30/2014
Martin, Dominik N.	Special Projects	08/21/2013	06/30/2014
McKines, Aris D.	Clerk II	09/25/2013	06/30/2014
Ortiz, Iliana P.	Clerk II	10/01/2013	06/30/2014
Ram, Soniya D.	Clerk I	10/14/2013	06/30/2014
Santiago, Mary Jane Vergara	Custodian	10/15/2013	06/30/2014
Spears, Nancy A.	Instructional Assistant	09/29/2013	06/30/2014
Thomas, Shantel N	Asst. Coach-Basketball (W)	11/01/2013	06/30/2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>District Office / Business and Economic Development Center / Facilities Management</u>			
Reifschneider, Stephanie M.	Special Projects	10/07/2013	06/30/2014
<u>Folsom Lake College</u>			
Akella, Ramamani	Special Projects	10/14/2013	06/30/2014
Badger, Danielle R.	Special Projects	09/25/2013	06/30/2014
Burcham, Grace D	Clerk II	10/01/2013	06/30/2014
Dubin, Marc A	Special Projects	09/25/2013	06/30/2014
Farless, Lily M.	Clerk III	09/27/2013	06/30/2014
Halford, Caitlyn J.	Special Projects	10/21/2013	06/30/2014
Ilg, Andrew W.	Campus Patrol	09/19/2013	06/30/2014
Kay, Diane K.	Special Projects	09/26/2013	06/30/2014
Killips, Kyler A.	Special Projects	09/25/2013	06/30/2014
McCarty, Jason S.	Special Projects	09/25/2013	06/30/2014
Miller, Kenniqua M.	Special Projects	10/21/2013	06/30/2014
Monger Levin, Nancy L.	Special Projects	10/14/2013	06/30/2014
Pickering, Mikayla B.	DSP&S Clerk	10/14/2013	06/30/2014
Plaughter Smith, Jessica R.	Campus Patrol	10/01/2013	06/30/2014
Roberts, David W.	Special Projects	09/25/2013	06/30/2014
Salazar, Rocio	Campus Patrol	10/01/2013	06/30/2014
Sampson, Justin N.	Clerk I	09/25/2013	06/30/2014
Shrum, Matthew J.	Special Projects	10/21/2013	06/30/2014
<u>Sacramento City College</u>			
Adams, Nerissa S.	Clerk III	10/09/2013	06/30/2014
Deollos, Christina M.	Clerk I	10/01/2013	06/30/2014
Garcia, Michael L.	Clerk I	10/01/2013	06/30/2014
Hightower, Alecia L.	Special Projects	10/01/2013	06/30/2014
Lapinig, Irene Luna	Clerk I	10/28/2013	06/30/2014
Rued, Phillip H	Toolroom Equip Attendant	10/12/2013	06/30/2014
Sherman, Norman A.	Asst. Coach-Softball	01/01/2014	06/30/2014
Smith, Tiara J.	Clerk I	10/01/2013	06/30/2014
Suarez, Juan C.	Instructional Assistant	09/01/2013	06/30/2014
Teeter, Sheri L	Clerk II	10/07/2013	06/30/2014
Wilson, Ambriana S.	Clerk I	10/14/2013	06/30/2014

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Draft 2014 Board Meeting Calendar	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS:

A draft copy of the proposed 2014 annual Board Meeting Calendar is attached for Board review and discussion. The final draft will be presented for approval at the next regular Board meeting on December 11, 2013.

RECOMMENDATION:

The draft 2014 calendar is presented for first reading.

LOS RIOS COMMUNITY COLLEGE DISTRICT

2014 Board Meeting Calendar

DRAFT



Regular Board meetings every 2nd Wednesday (unless otherwise noted) at 5:30 pm

JANUARY				JULY			
	8				9		
FEBRUARY				AUGUST			
	12				13		
MARCH				SEPTEMBER			
2/28- 3/1*	12 ARC				10 CRC		
APRIL				OCTOBER			
	9			3-4*	8		
MAY				NOVEMBER			
	14 FLC				12 SCC		
JUNE				DECEMBER			
	11				10		

*Board Retreat Dates

Convocation Dates: January 17, 2014; August 22, 2014

Graduation: May 21, 2014

MEETING LOCATIONS:

Meetings are held in the District Office Board Room, unless otherwise noted. All meeting location addresses for 2014 are as follows:

Los Rios Community College District Office: 1919 Spanos Court, Sacramento, CA 95825

American River College (ARC): 4700 College Oak Drive, Sacramento, CA 95841

Cosumnes River College (CRC): 8401 Center Parkway, Sacramento, CA 95823



Folsom Lake College (FLC): 10 College Parkway, Folsom, CA 95630

Sacramento City College (SCC): 3835 Freeport Boulevard, Sacramento, CA 95822

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Student Trustee (P-3122)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	 Brian King	ACTION	
		INFORMATION	

BACKGROUND:

Between 2009 and 2011, the Student Trustee Policy and the Student Body Association Policies were rewritten to better reflect the roles of these Policies in the educational processes of the Colleges. Recent legislation signed by Governor Brown in 2013 authorizes the selection of a Student Trustee in the instance of a vacancy in the office rather than requiring a full election.

STATUS:

The initial proposed change to the Policy in section 2.0 is to clarify that a Student Trustee Candidate must meet the eligibility requirements at the time they petition to be the Student Trustee and that the position may not be used for work experience purposes. In section 3.5, staff proposes amending the Policy to reflect the similar language in the Student Body Association Policy as to what steps the Chancellor can take when there is a claim of an invalid election. The proposed change to Section 4.0 of the Policy clarifies that it is the Student Senates of each College that are empowered to recall the Student Trustee, and that the clock to hold a recall election starts upon the declaration of the Vice Chancellor of Education and Technology that the recall conditions have been satisfied. The vacancy provisions of the Policy are proposed to be amended to state expressly that the Student Trustee position becomes vacant immediately upon the failure of the Trustee to meet the qualifications for the office. Finally, in light of the law signed by the Governor this year, the proposal allows for the appointment of the student trustee by the Student Advisory Committee if there is a vacancy.

RECOMMENDATION:

This Policy is presented for first reading.

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1.0 Student Trustee (Ed. Code, § 72023.5)

1.1 In accordance with the Education Code, the Los Rios Community College District Board of Trustees shall include within its membership, in addition to the number of members otherwise prescribed, a non-voting student as Student Trustee.

1.2 The term of the Student Trustee shall be one (1) year commencing on June 1 of each year.

2.0 Qualifications for Student Trustee (Ed. Code, § 72023.5)

2.1 A Student Trustee shall be required at the time he or she submits his or her petition for nomination and throughout the term of his or her appointment to:

2.1.1 Be a California resident;

2.1.2 Be enrolled in and maintain at least five (5) semester units at one or more of the Colleges of the Los Rios Community College District;

2.1.3 Be a student in good standing and not be on academic probation.

2.2 During his or her lifetime, no student shall serve more than a single term as the Student Trustee.

2.3 The position of Student Trustee shall not be used for Cooperative Work Experience Education.

3.0 Election

3.1 A district-wide student election shall be held to select the Student Trustee.

3.2 It is the intent of the Board of Trustees that the election for the Student Trustee shall be held in accordance with all of the following principles:

3.2.1 The election shall be a learning experience about representative democracy, free and fair elections and voting.

3.2.2 The election shall be fundamentally fair.

3.2.3 The election shall uniformly enfranchise eligible voters with elections open to students.

3.2.4 The election shall be based on the universal suffrage principle of “one person-one vote.”

3.2.5 The election shall preserve the confidentiality of the ballot.

3.2.6 The election process shall provide for the adequate distribution and display of comprehensive campaign information to all eligible voters.

3.3 This election will be run and paid for by the student associations at each college and coordinated by the Student Advisory Committee and the Vice President of Student Services, or designee, at each campus. The elections shall be subject to the direction and supervision of the Vice Chancellor of Education and Technology, or designee.

3.4 The Student Trustee shall be elected at large by plurality vote of the voting students in all Colleges of the District.

3.5 The Board of Trustees retains oversight over the Student Trustee election and may direct the Chancellor, or designee, to investigate any election irregularities. In the event the Chancellor or designee concludes there was a material irregularity in the election, the Chancellor or designee may:

3.5.1 Validate the election;

3.5.2 Invalidate the election and require a re-election;

3.5.3 Validate the election by excluding votes from a polling place where the irregularity occurred; or

3.5.4 Make any other determination that fairness requires.

~~After that investigation, the Chancellor, or designee, may make any decision that fairness requires, including utilizing the provisions contained in section 5.0, below.~~

4.0 Recall

4.1 A majority of Sstudent Body Association s- councils and each of its components Senates (at least 3 out of 4) that have each recorded a three-quarter (3/4) majority vote within their respective bodieseouncils shall be sufficient required to enact a recall election for the position of Student Trustee.

4.2 Recall shall be initiated for just cause only, including but not limited to illegal or unethical behavior while acting as a representative of the students of the Los Rios Community College District; being unresponsive, or acting contrary to the interests and welfare of the students of the District; disregarding the expressed intentions of the Student Body Association and

each of its components ~~Governments~~ and the District Student Advisory Committee; or not maintaining the qualifications of the Student Trustee.

- 4.3 The recall election shall begin no later than fourteen (14) days after the Vice Chancellor of Education and Technology declares the requirements to enact the recall have been fulfilled and shall comply with the requirements of ~~section~~ Section 3.0 above.

5.0 Student Trustee Vacancy

5.1 Definition of Vacancy

5.1.1 If no student trustee has been elected as of May 31 of each year, the Student Trustee seat shall become vacant on June 1 of that year.

5.1.2 If a Student Trustee has two (2) consecutive unexcused absences from Board meetings, the Student Trustee seat shall become vacant. Absences may be excused using the same procedure applicable to other trustees.

5.1.3 In the event that a Student Trustee is unable to complete his/her term, the Student Trustee seat shall become vacant.

5.1.4 If the Student Trustee fails to meet the qualifications to hold office at any time, the Student Trustee seat shall immediately become vacant.

5.1.5 If the Student Trustee is recalled, the Student Trustee seat shall become vacant.

5.2 Procedures for Filling Vacancies

5.2.1 If the Student Advisory Committee is required to select the Student Trustee in the event of a vacancy, the Student Advisory Committee shall elect the new student trustee according to the following procedures:

5.2.2 Voting members of the Student Advisory Committee for this purpose shall consist of the College student association Student Senate presidents, or designees. In the event that a voting member of the Student Advisory Committee is also a candidate for Student Trustee, the College's respective student association Student Senate officers shall select a designee to replace this individual for the purposes of the Student Trustee election.

5.2.3 In the event of an election that has been invalidated, the pool of qualified and vetted candidates from which the Student Advisory Committee may elect the student trustee shall be those candidates who

qualified for the student trustee election and appeared in the ballot, excluding any subsequently disqualified candidate.

5.2.4 In all cases not concerning invalidated elections, the pool of qualified and vetted candidates from which the Student Advisory Committee may elect the Student Trustee shall be the candidates that (a) meet the qualifications for student trustee described in Policy 3122, Section 2.1; and (b) have filed a valid, recent nominating petition with either (i) at least fifty (50) signatures of currently enrolled Los Rios students, or (ii) a resolution endorsing the candidate by a College's student association Student Senate. Each College student association Student Senate may endorse only a single candidate. A petition will be considered recent if it has been filed within six (6) months of the announced election date.

5.2.5 The Student Advisory Committee in collaboration with the Vice Chancellor of Education and Technology, or designee, shall select a student trustee vacancy election date between two and three weeks after a declared vacancy.

5.2.6 Upon the declaration of a vacancy, a request for candidates, an explanation of the qualifications and vetting process, and the date of the student trustee vacancy election will be widely distributed to all Los Rios students. Petitions shall be available at each campus at the Student Activities Office immediately upon the announcement of a vacancy.

5.2.7 On the day of the election, each qualified and vetted candidate shall be given an opportunity to present their qualifications to the Student Advisory Committee. The Student Advisory Committee shall have the right to fix such time limits on presentations as it deems appropriate.

5.2.8 Voting shall be accomplished by a series of ballots during a meeting open to the public.

5.2.9 In the first ballot, each Student Advisory Committee member shall vote for a single candidate. If a candidate secures a majority of the votes in this initial ballot, that candidate shall be selected as the student trustee.

5.2.10 If no candidate receives a majority of the votes after the first ballot, any candidate who received no votes shall be excluded from further consideration and a second ballot shall be cast in accordance with section 5.2.9.

5.2.11 If no candidate receives a majority after the second ballot, preference voting shall be used. In this case, each voting Student Advisory Committee member shall rank each of the remaining candidates on his or her ballot. When counted, the top candidate on each ballot receives four

votes, the second candidate receives three votes, the third candidate receives two votes, and the fourth candidate receives one vote. The votes are then totaled and the candidate with the highest weighted ranking (i.e. the most total votes) shall be selected as the student trustee.

5.2.12 In the event of a tie after the preference vote, the Student Trustee shall be selected as the student trustee by lot from the candidates involved in the tie.

~~5.2— Procedure for Filling Vacancy~~

~~5.2.1— In the event of a vacancy, another election shall be held to select the new Student Trustee.~~

6.0 Regulations

6.1 The Chancellor shall develop Administrative Regulations to implement this policy.

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Policy Adopted: 3/29/78

Policy Revised: 1/14/81; 1/28/81; 2/17/82; 9/5/90; 3/6/91; 9/18/91; 10/4/95; 6/4/97;
8/21/02; 11/18/09; 12/14/11

Policy Reviewed:


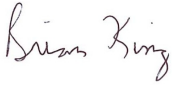
Adm. Regulation: [R-3122](#)

DRAFT 10/29/13

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2013

SUBJECT:	Pass that Class! Tutoring Support at Sacramento City College	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Information Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Kathryn Jeffery 	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	<input type="checkbox"/>
		INFORMATION	<input checked="" type="checkbox"/>

BACKGROUND:

Tutoring is offered at Sacramento City College through 13 tutoring centers and several categorical programs. Because of the variety of tutoring programs and requests for expanded tutoring services, it has become important to have a strong collaboration among the staff of the programs to insure consistency in quality of services provided as well eliminate the duplication of services. This collaboration has been facilitated through the efforts of the Tutoring Work Group and Tutoring Program Plan.

STATUS:

Staff will present the history of the tutoring programs and how the consolidated tutoring budget was developed, as well how ongoing planning for tutoring is being handled. College-wide tutoring services for our students as well as the tutors will be discussed. The Writing Center and MESA Programs will be highlighted.

The mission of the Writing Center is to help students become more effective, confident, and independent writers by providing assistance with writing for all SCC courses. The center offers individual writing tutoring sessions and workshops to help students with all stages of the writing process. The Center serves approximately 1,220 students annually. Tutors can help students with understanding a writing assignment, getting started, developing a thesis, organizing, revising, understanding grammar, and learning strategies for editing.

The SCC MESA program provides special academic support services to educationally and financially disadvantaged students majoring in math, engineering, and science and computer information science disciplines. The program serves approximately 125 – 150 students annually. The MESA program functions in several feeder high schools and sends many students to Sacramento City College.

RECOMMENDATION:

This item is presented for the Board of Trustee’s information and discussion.